

Book Event Checklist

Event _____ Date _____ Time _____
 Location: _____ Updated: _____
 Contact at Facility: _____ Phone _____ eMail _____

Activity	Who	Cost	Notes	Complete
Travel Booked				
Book/Product Shipped				
Set Event Pricing				
Order Forms				
Poster				
Other Materials				
Mailing Labels for Return Shipping				
Virtual Terminal				
Event Set Up/ Take Down				