

Temple Missionary Baptist Church

Event Planner

Event Task List

Page 1 Of _____

Event: _____

Date of event: _____

Event Coordinator: _____

List each task that is required and to whom the task is assign to in order for this event to be successfully completed.

Task to be completed

Date to be completed by

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

G. _____

H. _____

I. _____

J. _____

K. _____

L. _____

M. _____

N. _____

O. _____

P. _____

Temple Missionary Baptist Church

Event Planner

Committee Assignment Sheet

Page ____ Of ____

Event: _____ Date of event: _____

Committee: _____ Committee Chair: _____

List each task that is assigned to this committee, date to be completed, and to whom the task is assign to in order for this event to be successfully completed.

<u>Task</u>	<u>To whom task is assigned</u>	<u>Due Date</u>
A. _____	_____	_____
B. _____	_____	_____
C. _____	_____	_____
D. _____	_____	_____
E. _____	_____	_____
F. _____	_____	_____
G. _____	_____	_____

List each task that was assigned to this committee, and the date it was successfully completed.

<u>Task</u>	<u>To whom task was assigned</u>	<u>Date Completed</u>
A. _____	_____	_____
B. _____	_____	_____
C. _____	_____	_____
D. _____	_____	_____
E. _____	_____	_____
F. _____	_____	_____
G. _____	_____	_____