



GROUP EVENT PREPARATION FORM

Name of Group/Event

Date of Group/Event

Location of Event

Purpose of the Group/Event

Purpose of the Group/Event

Responsible to arrange food

Equipment Checklist

- ☐ Flip Chart, Markers, Tape
- ☐ Projector, Laptop
- ☐ Nametags
- ☐ Printed Resources
- ☐ Paper and Pens
- ☐ Other