



Event Planner

Event Date/Time: _____

Type of Event: _____

Contact Person: _____

Location: _____

Phone: _____

Additional Information: _____

Ambassador in Charge: _____

**Duties – Team Confirmation. Bring billboards, nametags, pens,
Event Planner, Event VIP List.**

Ambassador Assignments:

4:45-5:30

Name: _____

Time: _____

Duties: _____

5:30-6:00

Name: _____

Time: _____

Duties: _____

6:00-6:30

Name: _____

Time: _____

Duties: _____

6:30-7:00

Name: _____

Time: _____

Duties: _____