

HOLIDAY PLANNING WORKSHEET

Holiday _____ Date _____

Place _____ Time _____

Charity/Social action component _____

Who is arranging for the place _____

Who is writing the program _____

Who is getting the program printed _____

Program leader _____

Music leader _____

Set up _____

Clean up _____

Cost of program _____

Make sure we have change _____

Greeters _____

Shopper _____

Collect and display materials _____

Money collectors/Sellers _____

Create flyer _____

Send flyers _____

Write and send P.R. _____

Come up with activities _____

Lead activities _____

Take pictures _____

Write it up for newsletter _____