



Checklist



Event definition

Objective

Date and Time











Food and Drink

talk about the type of food you are going to give to your guests.

Include images









Invitation





Place here the invitation card you already designed Describe it to your classmates



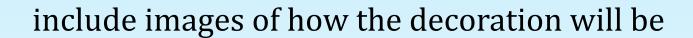






Decoration





Explain why you chose that decoration









Entertainment





mention the activities you will do in your event include images









Entertainment





mention the activities you will do in your event include images











B Plan

Mention the unforeseen you may face during the events

Each item should have a Back-up plan:

Food and drinks

All the activities of the entertainment part

Decoration









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include images if needed



