



Name of the event  
name of the students



# 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

include images of how the decoration will be

Explain why you chose that decoration





# Entertainment



mention the activities you will do in your event

include images





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# 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

include images if needed







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