**Title:**

**Word of Life Temple Inc.**

**Date: DJ:**

**Time:**

**Location:**

Ticket Cost:

**Event Chair:**

**Budget:**

**Logistical Information**

**Host:** Music:

**Volunteers:** Photography:

**Tables**

**Chairs:**

Total Price =

Other Purchasing Items

Clear Cups

Clear Plates

Clear Eating utensils

Total Price =

**Food and Refreshments – Hospitality committee will cook and serve**

**Other Materials and Information:**

|  |  |
| --- | --- |
| **Name**  | **Duty Station** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**EVENT TIMELINE:**

Raffle Prizes

DJ

Door

Door

Stage/DJ

Photo Setup

Salad Bar (2)

Potato Bar (2)

Steak Serving Line

Salmon Serving Line

Chicken Serving Line

Potato Bar

**Dance Floor**

Entrance

Serving Lines for Steak

Serving Lines for Chicken

Serving Lines for Salmon

Salad Bar

Salad Bar (2)

Drinks/Desserts