Event Schedule Planner

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| Project/Event | Project or Event Name |
| Organizer | Organizer’s Name |

 | Use this event planner to jot down the different stages or steps in planning your event. This tool also comes with a handy calendar – if you print out this doc, you can use highlighters to colour code important dates relating to your event. |
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| Project Phase | Starting | Ending |
| Phase 1 | [Select Date] | [Select Date] |
| Phase 2 | [Select Date] | [Select Date] |
| Phase 3 | [Select Date] | [Select Date] |
| Phase 4 | [Select Date] | [Select Date] |
| Phase 5 | [Select Date] | [Select Date] |
| Phase 6 | [Select Date] | [Select Date] |
|  | [Select Date] | [Select Date] |

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| IMPORTANT DATES | Starting | Ending |
|  | [Select Date] | [Select Date] |
|  | [Select Date] | [Select Date] |
|  | [Select Date] | [Select Date] |
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| January | February | March | April | May | June |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
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| July | August | September | October | November | December |
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