Fundraising Event: *Weekly Task List*

ITEM DESCRIPTION START DATE DUE DATE NOTES

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| invitations |  |  |  |  |
| Make Invitations | Make invitations | July 6th, 2018 | July 29th, 2018 | Find template! |
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| shopping |  |  |  |  |
| Buy drinks | Buy drinks for guests at my event | July 1st | July 25th | Buy at No Frills |
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| Planning |  |  |  |  |
| Planning & Organizing Document | Finish adding in info | July 1st | July 15th | Finish adding in the who, what and where |
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| organizing |  |  |  |  |
| Find more organizers | Contact Sherrie, Lisa and Maurice to see if they want to be organizers | June 29th | June 30th | If they say no, find new organizers (possibly Dave?) |
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| guests |  |  |  |  |
| Guest RSVPING | Make sure all guests have RSVPed | August 1st | August 2nd | Anyone who hasn’t RSVPed = not coming |
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| contacting |  |  |  |  |
| Contact School | See if they will let us host our event there | July 18th | July 26th | -Contact principal if they say no, contact another school |
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