

To-Do Check List

When

- **Date & Time of event**

Who

- **Host**
- **List of guests**
- **Volunteers**
- **Do you need a Master of Ceremony**
- **Do you require a caterer**

Budget

- **Make a list of possible expenses**
- **Make a list of possible revenue**

Food/Caterer

- **Plan your menu. Try to include a food from a region in which CPAR has programs.**

Promotional Material

- **Invitations**
- **CPAR printed materials provided by CPAR: bookmarks, newsletters.**

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