

## *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.**

### **For more information contact:**

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