



Rate Your Planning Experience

1 = Never planned an event

2 = I have planned casual events or friend/family gatherings

3 = I have planned <u>small</u> formal events

4 = I have planned <u>large</u> formal events(over 50 people)

5 = I have professional experience in planning formal events















































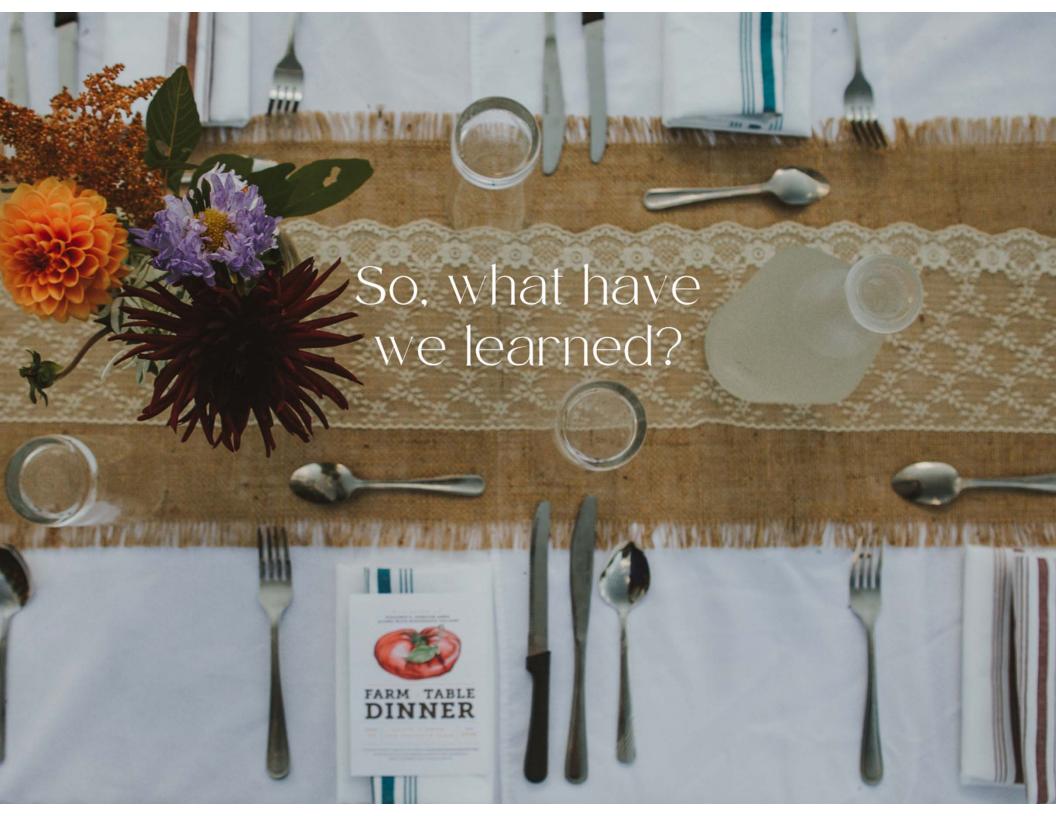












Lesson : Many hands make light work.

Our last event required 35 volunteer staff members for dinner service alone.

But you'll also need volunteers for set up, clean up, planning, & thanking.



Lesson #2: Balance expenses with sponsorship.

