

## **Plan your district event**

District Name:	
Officer Name:	
Title of Event:	
Theme:	
Date:	
Location:	
Time:	
Workshops:	
Guest Speaker:	
Meal/Food:	
Who/How to Invite:	
Materials Needed:	
Who is in charge of what:	
Decorations:	
Community Service Project:	
Team Building:	
What I am supposed to bring:	