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| **Activity:** | Ie: *Spring Carnival, Prom, spirit wear sale* |
| **Event Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Budget:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Chair:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| ***Supplies*** | ***Quantity Required*** | ***Person Responsible*** | ***Status*** |
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| ***Tasks / Prep*** | ***Time Required*** | ***# of Persons needed to perform*** | ***Status*** |
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***Volunteers Needed (Min/Max)***

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| ***Name*** | ***Phone*** | ***E-Mail*** | ***Status*** |
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| ***Notes***: |
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| Task 1 |  |
| Time slot 1 | Time slot 2 | Time slot 3 | Time slot 4 | Time slot 5 | Time slot 6 | Time slot 7 |
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| Task 2 |  |
| Time slot 1 | Time slot 2 | Time slot 3 | Time slot 4 | Time slot 5 | Time slot 6 | Time slot 7 |
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| Task 3 |  |
| Time slot 1 | Time slot 2 | Time slot 3 | Time slot 4 | Time slot 5 | Time slot 6 | Time slot 7 |
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| Task 4 |  |
| Time slot 1 | Time slot 2 | Time slot 3 | Time slot 4 | Time slot 5 | Time slot 6 | Time slot 7 |
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| Task 5 |  |
| Time slot 1 | Time slot 2 | Time slot 3 | Time slot 4 | Time slot 5 | Time slot 6 | Time slot 7 |
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