ACTIVITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**CHAIRPERSON(S)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. **LET’S CLEAR IT: Advisor Approval, Administration Approval, School Calendar, Room or Gym requests, secretary or custodial services**
 |
| **DUE DATE** | **TASK** | **IN CHARGE** | **HELPERS** | **ADDITIONAL INFO** |
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| **2 LET’S PROMOTE IT:** **Talk it Up, Posters, Announcements, Social Media, Newsletter, special promo ideas.**  |
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| **3 LET’S GET THE EQUIPMENT: Chairs, tables, Sound, lights, tickets, props, items to sell, decorations, prizes** |
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