ADRA AMBASSADORS: EVENT RUN-SHEET

Event Name:

Key Organiser:	Email:	Phone:
Date of Event:	Start Time:	Finish Time:
Rain Date:	What would cause a postponement?	

Location:

Purpose of the event (raising awareness, fundraising, education, service, entertainment, other):

Time:	Item:	Person Responsible:	Resources Needed:	Notes:
	Set-up:			
	Event:			
	Pack-down:			