

Houston County Fair 2011
EVENT Planning Checklist Form

Title of Event _____
Location: _____
Date of Event: _____
Time of Event: _____

Board Chair _____
Event Chair _____
Volunteers: _____

Cost: _____

Amount Donation
Received: _____

Sponsor(s): _____

Judges(s): _____ _____	Pay/Gift for Judge(s) _____ _____
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Supplies: _____

Equipment: _____
Tables: _____ Chairs: _____
Sound: _____ Bleachers: _____

Passes Needed: _____

Awards Needed: _____	
Trophies: _____	Ribbons: _____
_____	_____
_____	_____
_____	_____