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| **EVENT CONTACTS** |
| **Name** | **Department/Role** | **Phone**  |
| Name | Event Lead | xxx-xxx-xxxx (c)xxx-xxx-xxxx (o) |
|  | Venue Contact |  |
|  | AV Contact |  |
|  | Caterer |  |
|  | Event Rentals |  |
|  | Floral |  |
|  | Photography |  |
|  | Volunteer Management |  |
|  | Parking Services |  |
|  | Facilities Management |  |
|  | Security |  |
|  | Other |  |

**TIMELINE**

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| **DAY, DATE** |
| **TIME** | **LOCATION** | **TASK** | **CONTACT** |
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| **DAY, DATE** |
| **TIME** | **LOCATION** | **TASK** | **CONTACT** |
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| **DAY, DATE** |
| **TIME** | **LOCATION** | **TASK** | **CONTACT** |
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