

# Leadership: How to Plan an Event

Going from this:



To this:



“You can have more in Life because you can  
become more than you are.”

-Jim Rohn



Music:		
	Live (Y/N):	
	Donation or Compensate:	
	Solo or Band:	
	Amp, microphone, stand:	
	Projector needed:	
	Lyrics (Y/N):	
	Digital (Y/N):	
	AUX Cable:	
	Clean Music (Y/N):	
Themes		
	Games and supplies (Y/N):	
	Ice breakers :	
	Decorations:	
	Game Prep:	
	Handoff to Prep person:	
	Time for game prep:	
Promotion:		
	Audience:	
	Printed:	
	Online:	
	Text:	
	Email:	
	Call tree:	
	Flyer needed (Y/N):	
	Graphic Artist/ Designer:	
	Contact person	
	Donate or Compensate:	

Team Roles are various roles that correlate with a specific job that must be accomplished in order to complete a task.

Facilitator – Initiates team discussion and keeps the Team on track

Recorder – records all important information

Time-Keeper – keeps track of time and agenda

Organizer – oversees all areas and is the point person for the event

### Resources:

Jim Rohn, motivational speaker.

Book on Finance: The Richest Man in Babylon by: George S. Clason

Book on Personal Development: The Miracle Morning by: Hal Elrod

Book on the Faith: Rediscover Catholicism by: Matthew Kelly

Book on the Saints: My Life with the Saints by: Fr. James Martin S.J.

Book on Spirituality: The Wounded Healer by Henri J.M. Nouwen

Book on Scripture: The Ignatius Catholic Study Bible: Curtis Mitch

Book on Life: The Alchemist by Paulo Coelho

Book on Procrastination: Eat that Frog by: Brian Tracy

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