

Name of Event

Fashion Show benefiting
The Mary Kay Foundation

Event Check List

	Date	Action
1		Approval forms completed
2		Contact speaker if applicable
3		Book room rental and decide menu
4		Select models and fashions
5		Mail sponsor letters
6		Place magazine ad if applicable
7		Ticket sales
8		Collect donations
9		Print name tags
10		Confirm food order
11		Confirm arrive time for speaker
12		Confirm arrive time for models
13		Confirm arrive time for DJ if applicable