



The Collingswood Junior Women's Club Event Playbook

Name of Event _____

Department _____

Summary of Event/Activity: _____

Typical Date/Time/Location of Event: _____

Number of Club Members Needed to Prep for Event: _____

Number of Club Members Needed to Run Event: _____

Vendor Contact Information: _____

Vendor Contact Information: _____

Vendor Contact Information: _____

Vendor Contact Information: _____

Other Important Items of Note: _____
