

	A	B	C	D
1	Marketing Planner Task Worksheet			
2	NAME OF EVENT:			
3	EVENT DATE:			
4	EVENT TIME:			
5	TYPE OF EVENT: (CIRCLE CATEGORY) PRESENTATION DEMO EVENT COMMUNITY			
6	LOCATION:			
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8	VENDORS (List company, contact person, phone email)			
9	COMPANY/ORGANIZATION	CONTACT PERSON	PHONE	EMAIL
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17	PARTICIPANTS [Speakers, Demo, etc] (List company/organization, contact person, phone, email)			
18	COMPANY/ORGANIZATION	CONTACT PERSON	PHONE	EMAIL
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23	MEDIA (PSA - Public Service)			
24	COMPANY/ORGANIZATION	CONTACT PERSON	PHONE	EMAIL
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28	MEDIA - AD/RADIO/PRINT			
29	COMPANY/ORGANIZATION	CONTACT PERSON	PHONE	EMAIL
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	A	B	C	D
32				<i>Page 2</i>
33	ACTION LIST			
34	<i>Title</i>	<i>Detail</i>		<i>Where the action stands</i>
35	ITEM	DESCRIPTION	DUE	ACTION NOTES
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