Addendum B – Event Schedule Template

Application for Special Event

Event Schedule		
List the expected timing and flow of all activities related to the event, beginning with any set up, including any major time points within the event, and concluding with the event tear down and clean up. Please add additional days as needed.		
Event Name:		
Date 1: _____	**Time**	**Activity**
Date 2: _____	**Time**	**Activity**
Date 3: _____	**Time**	**Activity**