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| Fall 2024 Events | |
| **Example: Month** | |
| **Date:** Monday, March 18th **Time:** 12:30- 1:30p.m.  **Location:** Murphy Green  25 LIVE (Completed?): DONE  Event Proposal Form (Completed?): DONE  Amazon Wishlist (Completed?): no  Marketing (Completed?): | **Event Name:** Paint A Pot  **Description:** We invite you to unleash your creativity! Join us for an afternoon of blooming inspiration and transform plain terracotta pots into personalized masterpieces, celebrating spring in style!  Chartwells Menu:   * Pretzels (12 qty) * Brownies (24 qty)   Amazon Wishlist Link:  **Include Link here**  Items Needed from Facilities:   * 6 circle tables & 20 chairs |
| **Date:**  **Time:**  **Location:**  (Highlight green when complete)  25 LIVE (Completed?): DONE  Event Proposal Form (Completed?): DONE  Amazon Wishlist (Completed?): DONE  Marketing (Completed?): DONE | Event Name:  Description:  Chartwells Menu:  Amazon Wishlist Link: |
| **New Month** | |
| **Date:**  **Time:**  **Location:**  **25 LIVE (Completed?): DONE**  **Event Proposal Form (Completed?): DONE**  **Amazon Wishlist (Completed?): DONE**  **Marketing (Completed?): DONE** | **Event Name:**  **Description:**  **Chartwells Menu:**  **Amazon Wishlist Link:** |
| **New Month** | |
| **Date:**  **Time:**  **Location:**  **25 LIVE (Completed?): DONE**  **Event Proposal Form (Completed?): DONE**  **Amazon Wishlist (Completed?): DONE**  **Marketing (Completed?): DONE** | **Event Name:**  **Description:**  **Chartwells Menu:**  **Amazon Wishlist Link:** |