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| Fall 2024 Events |
| **Example: Month** |
| **Date:** Monday, March 18th **Time:** 12:30- 1:30p.m.**Location:** Murphy Green25 LIVE (Completed?): DONEEvent Proposal Form (Completed?): DONE Amazon Wishlist (Completed?): noMarketing (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?): DONEEvent Proposal Form (Completed?): DONEAmazon Wishlist (Completed?): DONEMarketing (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:** |