Example Event Contacts Template

Event Name: .....

Event Location: .....

Event Date: ..... Expected attendance: .....

Start Date/Time: ..... Finish Date/Time: .....

Event Coordinator: .....

Name	Organisation / Role	Phone Number
e.g. Jane Citizen	*Event Coordinator*	*0407 xxx xxx*
e.g. John Smith	*Vanity Hire (toilets)*	*0407 xxx xxx*