

# Name of Event

Fashion Show benefitting

## The Mary Kay Ash Charitable Foundation



MARY KAY ASH  
CHARITABLE FOUNDATION

### Event Checklist

	Date	Action	Name	Deadline
1		Approval forms completed		
2		Contact speaker, if applicable		
3		Book room rental, decide menu (own task)		
4		Select models and fashions		
5		Mail sponsor letters		
6		Place magazine/newspaper ad, if applicable		
7		Ticket sales		
8		Collect donations		
9		Print name tags		
10		Confirm food order		
11		Confirm arrival time for speaker		
12		Confirm arrival time for models		
13		Confirm arrival time for DJ, if applicable		