

Boelter

OKTOBER FEST

Event Planning Checklist

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| <input type="checkbox"/> Prepare for the unexpected | <input type="checkbox"/> Schedule your staff |
| <input type="checkbox"/> Consider your liability | <input type="checkbox"/> Hire vendors and musicians |
| <input type="checkbox"/> Think about your beer logistics | <input type="checkbox"/> Create your advertising and your marketing schedule |
| <input type="checkbox"/> Order your supplies | |