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| Planned By: | **Henry** |  | Starting Date: | **20-04-2019** |
| Place: | **8 Tunnel Street, Piqua** |  | Time Starting: | **10:00AM** |
| Contact No: | **+1236547890** |  | Email ID: | **henry@email.com** |

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| **Activity** | **Date** | **Responsible Person** | **Job Description** |
| Tickets | 10-04-2019 | Emma | Responsible for selling tickets |
| Music Concert | 20-04-2019 | Mason | Responsible for all team practice |
| Singing | 20-04-2019 | Mason | Responsible for all team practice |
| Drama | 21-04-2019 | Jacob | Arranging for Rehearsal |
| Prom | 22-04-2019 | Mia | Responsible for decoration and venue |
| Valet Parking | 20-04-2019 | Lucas | Assist in Valet Parking |
| Food and Drinks | 20-04-2019 | Emily | Arranging for catering |
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