

Plan your simple event and the description for it

Your intention In one sentence what is your intention for this event and why that intention	
Energy Experience Standard 3 words to describe the Event Energy Experience Standard	
Event Description List the sequence for the essential things that will happen during the event	
Focus your budget on Select 3 to 5 things to focus 80 percent of your budget on to help you achieve your Energy Experience Standard	
Essential help from friends List your friends and the essential help each will be providing	
Friends are bringing List the things each friend is bringing	
What you are providing List the essential things you are providing	

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Start Time	Stop time	What + Who	Where	What they are bringing	What you are providing