

Checklist:

- Event type
- Location
- Speaker/Instructor
- Date Options
- Total Costs
- Participants
- Minimum Students/Maximum Students
- Cost Per Participant
- Registration Deadline
- Payment Deadline
- Withdrawal/Cancellation Deadline

Invitation: _____

- Email Invitation to messagecenter@supersaturday.org
- Post Invitation to <http://www.facebook.com/supersaturday>
- Finalize Date and Details
- Email Reminders to Participating Families