Draft notes

Working copy

Possible venues and preliminary ideas.

Project summary

Requested page

The project team will host a reading afternoon.

Budget

Requested page

Materials: 120 units. Refreshments: 80 units.

Timeline

Requested page

Week one: prepare. Week two: run the session.

Working appendix

Internal copy

Alternative schedules for the planning team.

Approval sheet

Requested page

The reading afternoon is ready for review.

Duplicate checklist

Internal copy

A planning copy of the materials checklist.

Application cover

Requested page

Community reading afternoon | Submission packet.