Mettre

Logo de l’organisme

**Titre de l’événement**

*Nombre de personnes*

*(Incluant les employés de l’organisme)*

**Lieu**

**Adresse**

**GUIDE DE COORDINATION**

1. Liste des contacts (employés et bénévoles)

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| **NOM** | **TITRE** | **CELLULAIRE** | | **COURRIEL** | |
| **Employés** | | | | |
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| **Membres du conseil d’administration** | | | | |
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| **Autres invités** | | | | |
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| **CODE VESTIMENTAIRES :**  **À préciser**   1. Liste des contacts des fournisseurs/partenaires | | | | |
| **Traiteur** | | | | |
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| **Décoration** | | | | |
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| **Location de la salle** | | | | |
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1. Liste de contrôle du matériel et des équipements

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| **Quantité** | **Items** | **Infos / qui fait quoi** |
| **ACCUEIL** | | |
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| **ANIMATION / LOGISTIQUE TECHINQUE** | | |
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| **LOGISTIQUE VISUEL (EX : SOLAR, BANNIÈRES, ETC)** | | |
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| **ALIMENTATION -VAISSELLES** | | |
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| **DIVERS** | | |
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| **MATÉRIEL REQUIS** | | |
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1. Plan du lieu

**Plan de la salle**

**Plan de la grande salle durant l’événement**

**Photos de la salle**

1. Déroulement date

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| **HEURE** | **QUI** | **DESCRIPTION** |
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1. Tâches de chacun des employés

**À une semaine avant l’événement :**

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**Le jour de l’événement :**

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1. Notes

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