



**Margaret Page, DTM PID**  
Nominated Candidate for  
First Vice President 2019-2020  
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**Club Officer Makeup Training Planner**  
**(to be submitted to PQD 8 weeks before date of training)**

**Logistics & Budget**

Event: \_\_\_\_\_  
Location: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

Anticipated attendance	_____
Registration fee per person	<b>X</b> _____
<b>PROJECTED REVENUE</b>	<b>=</b> _____
Cost of venue	_____
Cost of food	<b>+</b> _____
Cost of supplies	<b>+</b> _____
<b>PROJECTED EXPENSES</b>	<b>=</b> _____
Projected revenue	_____
Projected expenses	<b>-</b> _____
<b>TOTAL PROJECTED</b>	
<b>PROFIT OR LOSS</b>	<b>=====</b>

## Trainers

	NAME	PHONE #	EMAIL
President			
VP Ed			
VP Mem			
VP PR			
Treasurer			
Secretary			
SAA			
Additional Speakers			
Registration			

### Trainers Orientation one week before training.

Date of Orientation: \_\_\_\_\_

Location or method (Skype, Zoom Webinar, Phone): \_\_\_\_\_

Expectations: \_\_\_\_\_

\_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

# Marketing Plan

Date	E-Blast	Facebook	Instagram	LinkedIn	Posters	Phone Tree	Person Responsible