JobTIPS
Transition Toolbox

Event Planner

Event/Activity:_____

Date & Time: _____

Location:_____

Who am I asking? _____

Will he like it? YES or NO

What will he like about it?

_____

_____

When will I invite the person?

Day: _____

Time: _____

Where: _____

*Follow-up:

Did I invite the person?   YES   or   NO

Did the person accept or decline?   ACCEPT   or   DECLINE