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|  | **Draaiboek** |
| **Evenement** | <Naam van evenement> |
| **Tijd** | <van-tot> |
| **Locatie** | <locatie met adres invullen> |
| **Begeleiding op de dag zelf** | Algemene coördinatie: <naam>Aanspreekpunt derden: <naam>Evenementbegeleiders: <naam> |

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|  | **Tijd** | **Activiteit** | **Wie** | **Waar** |
| **Voor het evenement** |  |  |  |  |
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|  | **Tijd** | **Activiteit** | **Wie** | **Waar** |
| **Tijdens het evenement** |  |  |  |  |
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|  | **Tijd** | **Activiteit** | **Wie** | **Waar** |
| **Einde bijeenkomst** |  |  |  |  |
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