

Event Guidelines for Planning and Execution

Project/Activity: _____

1. Chairperson and Co-Chairperson (Responsibility and Duties):
 - a. Chairperson:
 - b. Co-Chairperson:

2. Sub-Committees (Leadership, Responsibility and Duties):
 - a. TBD
 - b. TBD

3. Event Date(s) and Time(s):

4. Budget Required (How much, When, For what):

5. Manpower Required (How many, When, Where, For what):

6. Physical Resources Requires (Location):

7. Suppliers (Name of Company, Contact, Supplies/Services Provided):
 - a. TBD
 - b. TBD

8. Major Tasks (Start Date and Expected Finish Date):
 - a. Pre-Event
 - i. TBD
 - ii. TBD
 - b. Day of Event
 - i. Cash box money on hand
 - ii. TBD
 - c. Day after Event
 - i. TBD
 - ii. TBD

9. Additional Comments (Hints, Tips and Techniques):