

DCYC Social Events Planning and Execution 2019

Task	Priority	Status	Start Date	Due Date	% Complete	Done/Overdue?	Notes
Choose a name and date	Normal	Not Started			0%		
Send to fitnesswest@msn.com (Social Chair- Seth Snider)	High						
Send invitation to be posted to sarahcnill@yahoo.com	High						
Send to invitation to Becky Sciuillo-rsciullo@gmail.com	High	Not Started			0%		
Create budget- look to expense and budget spread sheet for help	Normal	Not Started					
Create a timeline for ordering food, caterers, pre food, decoration etc	High						
Make arrangements for crew: paid staff and volunteers	High						
communicate with managers to reserve kintime, special storage requests, delivery, help and etiquette	High						
Head count- sign up dead line.	Normal						
create your check list for co-hosts, servers, clean up staff and volunteers	Normal						
POST EVENT 1 WEEK							
COMPLETE PROFIT LOSS SHEET TURN INTO SOCIAL CHAIR	High						
TURN IN RECIEPTS AND EVENT SUMMARY TO SOCIAL CHAIR	High						