

CYC CLUBHOUSE EVENT TIMELINE

Objective: State what you hope to achieve with this Event. What will happen, how many will attend when will it happen and how does it advance the Club's mission.

ACTION PLAN:

Action Steps	Schedule	Accountability
Describe each step that needs to be taken	Start/Complete	Who is doing this step?
<input type="checkbox"/> Event Host named and begins Event Plan forms .	T – 8 weeks at latest	<i>Board Committee Chair/</i>
<input type="checkbox"/> Confirm that the clubhouse is scheduled for event days.	T - 8 weeks	<i>Event Host / Website calendar</i>
<input type="checkbox"/> Complete an Event Information Form	T – 8 weeks	<i>Event Host / Commodore</i>
<input type="checkbox"/> Contact caterers for 3 bids & menu selection	T – 8 weeks	<i>Event Host</i>
<input type="checkbox"/> Develop a forecast Event Budget	T – 8 weeks	<i>Event Host</i>
<input type="checkbox"/> Commodores/Executive Com. Review Event Information Form and Event Budget to approve & email office	T – 7 weeks	<i>Commodores/Board</i>
<input type="checkbox"/> Coordinate with Office online payments & registration	T – 7 weeks	<i>Event Host</i>
<input type="checkbox"/> Identify what volunteer roles and shifts are needed. (Step Two: Volunteer Task Plan)	T – 7 weeks	<i>Event Host</i>
<input type="checkbox"/> Write and submit copy and find photos or create graphic for The Telltale, and the Website.	T – 7 weeks	<i>Event Host / Volunteer</i>
<input type="checkbox"/> Create and post volunteer needed notice on Front Cork Board and write copy for positions in Telltale.	T – 5 weeks	<i>Event Host</i>
<input type="checkbox"/> Coordinate with Office that Bar service is covered	T-3 weeks	<i>Event Host / Office Staff</i>
<input type="checkbox"/> Clean and reset Clubhouse after party	T + Ea. Day	<i>Volunteer</i>
<input type="checkbox"/> Email a list of volunteers and positions served to Leigh Donovan for Telltale thank yous	T + 1 day	<i>Event Host / Office Staff</i>
<input type="checkbox"/> Review the Action Steps taken and fill in gaps and make recommendations for next time.	T + 1 week	<i>Event Host</i>
<input type="checkbox"/> Submit expense reimbursement form to office	T + 1 week	<i>Event Host</i>
<input type="checkbox"/> Take time to realize what you have contributed to the community. What connections have been made? How have people's lives been improved?	T + 1 week	<i>All involved.</i>

T = First Event Date