

# Plan of Work for \_\_\_\_\_

Committee:	Date of Event:
Chair:	
Members:	

**Event Details:**

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Action Steps:	Who:	Deadlines:
1.		
2.		
3.		
4.		

**Budget:** *(Check your budget. Insert any budget line item you will be using.)*

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**Resources:** *(Who will you work with to accomplish this?)*

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**Evaluation Process:** *(How will you measure your success? Make sure you are using measurable terms.)*

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**Progress Report and comments after the event with recommendations for next time:**

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