

## RECRUITING EVENT PROJECT PLAN

### Project Summary

Membership/Event Team Liaison:

Phone Number:

Email:

Event Date:	Project Name:	Prepared by:

### Status Summary

Plans for Recruiting Event 21/22

### Project Overview

Task	% Done	Due Date	Responsibility	Notes
Select/lock in location				
Determine Needs				
Day of Event Scheduling				

### Budget Overview

Category	Spent	% of total	On track (Y/N)	Notes
Materials				
Giveaways				
Food?				

### Risk and Issue History

Issue	Assigned To	Date
Food Handler Permit?		

### Conclusion/Recommendations

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(Attach additional sheet if necessary)