

Sample Task List For Young Adult Event



TASK	DUE	PERSON RESPONSIBLE	PROGRESS
Timeline oversight			
Budget turned in from each member			
Set Up/Tear Down staff schedule			
Menu contract			
Rental of stage			
Rental/Procurement of any equipment			
Hotel contract			
Send schedule of evening to hotel			
Make floor plan of pre-event			
Make floor plan of event			
Send floor plan of event/pre-event to hotel			
Write a pod cast			
Record a pod cast			
Send Tax information			
Web site development			
Budget turned in to:			
Oversee making of pre-registration forms			
Oversee mailers/tickets			
Mailing of Pre-registration forms			
Oversee making of flyer			
Oversee mailing of mailers			
Oversee tickets formation of tickets			
Procure couches			
Procure on-site promo/ticket sales staff			

Progress Keys: Not started (leave blank), In Process, Near Completion, Completed, Needs Help

Sample Task List For Young Adult Event...continued



TASK	DUE	PERSON RESPONSIBLE	PROGRESS
Gift bags budget/formation			
Oversee pre-registration			
Pre-event schedule			
Event schedule			
Subscription material			
Event booths			
Pre-event music			
Aesthetics			
Floor plan			
Menu choices			
Gift Bags budget			
Gift Bags formation			
Procure decorate team			
Procure tear down team			

Progress Keys: Not started (leave blank), In Process, Near Completion, Completed, Needs Help