



Crewe Central

Table Tennis Club

Crewe Central - Event Task Sheet – Template

Task Sheet			
	Who	Deadline	Completed
Task Group Formed			
Agree conception			
Obtain required Approvals			
Project Plan			
Risk Assessment and Mitigation Plan			
Task Allocations			
Venue Reservation			
Publicity and Marketing			
Sponsorship			
Event management			
Finance Management			
Catering			
Raffles/Games			
Simple Swot			
Event Report			