

JUNE - ACTION ITEMS

Week	Chair	Communications & Publicity Coordinator	Finance Coordinator	Volunteer Committee	Transportation Operations & Safety Committee	Decorating Food & Beverage Committee	Entertainment Games & Contests Committee	Fundraising & Prizes Committee
PRE EVENT	Complete the AG Binder	Write the Bus Escort Script	Write 'Onsite' Supplier Cheques	Distribute Event Info Email	Reconfirm & Walk Through with Wellness & Security Teams	Guarantee F&B Order	Distribute Event Schedule to Venue	Purchase Prizes
							Touch Base Supplier Phone Call	
THE AFTER-GRAD EVENT								
POST EVENT	AG Committee Debrief Meeting	AG Committee Debrief Meeting	AG Committee Debrief Meeting	AG Committee Debrief Meeting	AG Committee Debrief Meeting	AG Committee Debrief Meeting	AG Committee Debrief Meeting	AG Committee Debrief Meeting
	Distribute Thank Yous & Gifts		Pay Invoices & Complete Budget Analysis					