

NOVEMBER - 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
1		Create & Distribute AG Surveys			Venue Walk Through			
2	Secure Event Liability Insurance	Remind Grads of Survey Due Date	Create New AG Account Books			Research & Select F&B Provider		
	Develop AG Committee or Establish a Dry Grad Society							
3		Collect AG Surveys		Create Volunteer Data Base				Research Fundraising Opportunities & Develop Initial Plan
		Tabulate Survey Results & Prepare Survey Report						Create an F&P Contact List
		Distribute Survey Report to AG Committee & Grad Exec						
		Develop Publicity & Print Plan						
4	Develop a Theme Concept & Event Flow	Create Supplier Contact List	Develop a Working Budget		Source & Secure Suppliers	Source & Secure Suppliers	Source & Secure Suppliers	Source & Secure Suppliers
					Secure Wellness & Security Team	Develop Quote Sheet	Develop Quote Sheet	Develop Quote Sheet
					Develop Quote Sheet			
	AG Committee Meeting	AG Committee Meeting	AG Committee Meeting	AG Committee Meeting	AG Committee Meeting	AG Committee Meeting	AG Committee Meeting	AG Committee Meeting