



## Organizing Party Action Worksheet

Event

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Lead Coordinator(s)

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Summarize discussion re what impact you want to achieve with this event.

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What did you decide to do?

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List what is required to make this event happen and the lead person for each activity.

Order	Preparation Action	Lead Person	Complete by:

Now go back and for each activity, in the order column, put a 1 by the activity that needs to happen first, a 2 by what needs to happen next, etc.

Summarize your discussion on responses to: We will consider our event to be a success if:

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