Organizing Party Action Worksheet

Event

__________________________________________

Lead Coordinator(s)

_________________________________________________________________________

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

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

What did you decide to do?

_________________________________________________________________________

_________________________________________________________________________

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

<table>
<thead>
<tr>
<th>Order</th>
<th>Preparation Action</th>
<th>Lead Person</th>
<th>Complete by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________