

NovaLand Properties Project

Project Manager

: Rafi Rais

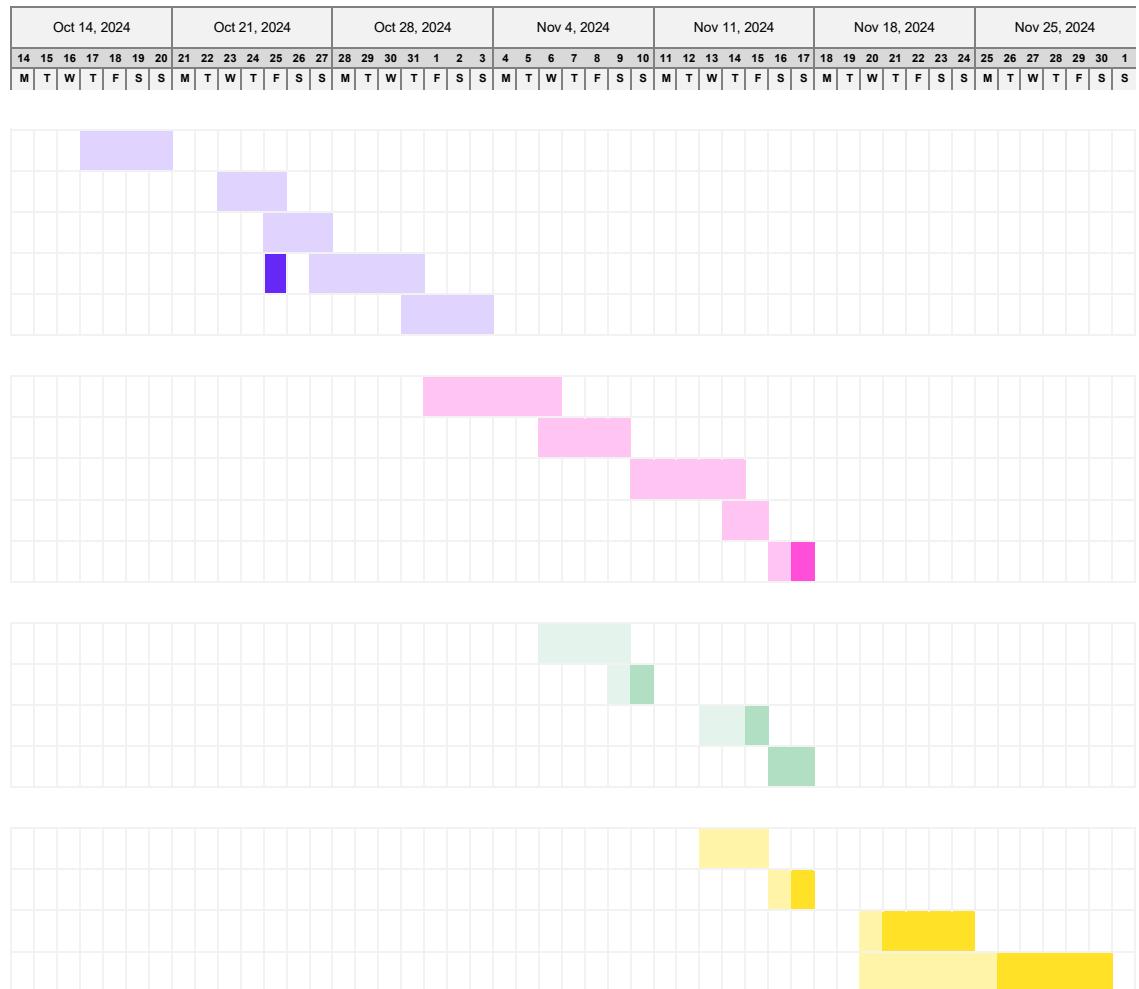
Title

: "Organize a Woman's Day Celebration for VIP Clients"

Project Start :
Thu, 10/17/2024

TASK	ASSIGNED TO	PROGRESS	START	END
Venue Booking				
Research and shortlist	Event Coordinator	100%	10/17/24	10/20/24
Conduct site visit	Event Coordinator	100%	10/23/24	10/25/24
Request proposal	Event Coordinator	100%	10/25/24	10/27/24
Comparation and evaluation	Event Coordinator	100%	10/27/24	10/31/24
Book, sign agreement and pay DP	Event Coordinator	100%	10/31/24	11/3/24
Catering Arrangement				
Identify catering needs	Event Coordinator	100%	11/1/24	11/6/24
Request proposal	Event Coordinator	100%	11/6/24	11/9/24
Food testing and selection	Event Coordinator	100%	11/10/24	11/14/24
Confirm catering package	Event Coordinator	100%	11/14/24	11/15/24
Coordinate with venue	Event Coordinator	90%	11/16/24	11/17/24
Guest Speakers & MC				
Research for guest speakers & MC	Event Coordinator	100%	11/6/24	11/9/24
Conduct communication with selected guest speaker	GuestCoordinator	80%	11/9/24	11/10/24
Meeting with guest speaker & MC	Guest Coordinator	85%	11/13/24	11/15/24
Sign agreement	Event Coordinator	40%	11/16/24	11/17/24
Invitation Design & Distribution				
Design & development review	Marketing Officer	100%	11/13/24	11/15/24
Coordinate with vendor	Marketing Officer	87%	11/16/24	11/17/24
Send invitation	Marketing Officer	30%	11/20/24	11/24/24
Track RSVP and response	Marketing Officer	20%	11/20/24	12/20/24

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Project Income		Project Expenses			Emergency Fund		Summary
ITEM	AMOUNT	ITEM	DUE DATE	AMOUNT	DATE	AMOUNT	TOTAL PROJECT INCOME
Income Source 1	\$13.363,00	Venue booking	11.03.2025	\$3.200,00	Source 1	\$1.570	\$15.363,00
		Catering	11.07.2025	\$1.030,00			TOTAL PROJECT EXPENSES
		Guest Speaker	11.20.2025	\$2.300,00			\$11.808,00
		Master of Ceremony	11.19.2025	\$800,00			TOTAL EMERGENCY FUND
		Vendor for Invitation Card	11.21.2025	\$431,00			\$1.570
		Premium Souvenir	11.24.2025	\$1.560,00			CASH BALANCE
		Photographer/Videographer	11.28.2025	\$837,00			\$1.985
		Live Performance	11.18.2025	\$1.250,00			
		Operational &Miscellaneous	-	\$400,00			
		TOTAL		\$11.808,00			