

WORKPLAN

ACTIVITIES	JUL	AUG	SEPT	OCT	NOV	DEC
• Meeting with the staff	1-2					
• Preparation of project proposal	3-8					
• Submission of Proposal	11					
• Acceptance of proposal	14-16					
• Revision of proposal	17-19					
• Signing of contract	21					
• Sending thank you letter	30					
PRE-ACTIVITIES						
Planning and implementation of marketing (social media, website, etc.)		15-20				
Meeting with the organizer and supplier and sending of sponsorship letter		21-25				
Start an online registration of the participants			3			
Creation of different committees			4-6			
Delegation of tasks			10-12			
Site visitation and sending of sponsorship and supplier contract			15-17			
Signing of contract with the suppliers			20			

Acquisition of necessary permits and Collection of agreed initial payment from client			22-23			
Invitation of speakers/guests			25-30			
Hiring of decorator and food caterer and initial payment				1-4		
Hiring of first aid team/securities				6-8		
2nd meeting/ suggestions/brainstorming				10-11		
Finalization of all the activities/ Final briefing and Collection of fees of approved expenses from client and sponsors				13-17		
Confirmation of availability of speakers/entertainer				20-22		
End of registration				31		
Gather staff but full briefing and collection of remaining balance from client					4-5	
Organize registration and speaker's areas					11-12	
Circulate contact list with mobile numbers to all staff/volunteers					13	
Double checking of document and papers					20	
Follow ups for partnership and last call for payment					25-30	
INGRESS						

Installation of materials needed in the event						25 5:00 PM - 10:00 PM
EVENT PROPER						
Monitor the flow of the event						26
EGRESS						
Removal of all equipment and rubbish/ the materials used/ decorations. Also, double check the area to make sure nothing is left.						26
POST ACTIVITIES						
Feedback and Evaluation from the client						27
Prepare and submit reports for evaluation						28-29