



Task

- 1) Conduct initial meeting
- 2) Delegate tasks
- 3) Reserve facility/Set date
- 4) Interview caterers
 - 5) Bohemian Hall
 - 6) Sample food
- 7) Outside caterers
 - 8) Sample food
- 9) Book caterer
- 10) Design menu
- 11) Interview/Book entertainment
 - 12) Polka band
 - 13) D.J.
 - 14) Meet with Fashion dept.
 - 15) Recruit models
 - 16) Coordinate fashion show
- 17) Recruit volunteers
 - 18) Schedule meeting w/volunteers
- 19) Create contingency plan
- 20) Determine ticket pricing
- 21) Select theme
- 22) Design marketing ads, posters, etc.
- 23) Purchase/order decorations
- 24) Design program
- 25) Print programs
- 26) Touch bases with vendors
- 27) Reminder e-mail to volunteers
- 28) Final meeting/"run through"
- 29) Decorate facility/set-up
- 30) SHOWTIME!
- 31) Clean up/break-down
- 32) Mail thank you cards

