

## KC NAWIC Committee Basic Planning Guidelines

Committee Name: \_\_\_\_\_  
Event Details: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Event Time: \_\_\_\_\_  
Event Location: \_\_\_\_\_  
Registration Cut-off Date: \_\_\_\_\_  
Action Plan: \_\_\_\_\_  
Estimated Events Costs: \_\_\_\_\_  
Budget Allotted by Chapter (if applicable—requires a motion): \_\_\_\_\_  
Event Registration Fees: \_\_\_\_\_  
Donations Needed: \_\_\_\_\_  
Total Volunteers Needed: \_\_\_\_\_  
Number of planning sessions required: \_\_\_\_\_  
Planning start date: \_\_\_\_\_  
Planning Meeting Location: \_\_\_\_\_  
Planning Meeting Time: \_\_\_\_\_  
Marketing Requirements (ask about resources): \_\_\_\_\_  
Marketing Start Date: \_\_\_\_\_  
Outside Resources Required: \_\_\_\_\_  
Outside Resource Coordination: \_\_\_\_\_  
Monthly planning reports at Membership Meeting per schedule: \_\_\_\_\_  
Pre-Event Board Report Date: \_\_\_\_\_  
Post-Event Board Report Date: \_\_\_\_\_  
Year End Board Report Date: \_\_\_\_\_

**Be sure to sign all board reports!** Submit to Chapter President and Secretary.