

Activity Chairman Responsibilities

- I. Select Co-Chairmen
 - a. Delegate Responsibilities

- II. Select Charity for donation

III. Responsibilities	Responsible Party	Done
a. Find a venue	_____	<input type="checkbox"/>
b. Caterer / Food	_____	<input type="checkbox"/>
c. Band	_____	<input type="checkbox"/>
d. Advertising	_____	<input type="checkbox"/>
e. Printing	_____	<input type="checkbox"/>
f. Dry Goods	_____	<input type="checkbox"/>
g. Bar Items (<i>Liquor, Beer, Condiments</i>)	_____	<input type="checkbox"/>
h. Soft Drinks	_____	<input type="checkbox"/>
i. Guest Speakers	_____	<input type="checkbox"/>
j. Honoree	_____	<input type="checkbox"/>
k. Profit & Loss Statement	_____	<input type="checkbox"/>
l. Reports	_____	<input type="checkbox"/>
m. _____	_____	<input type="checkbox"/>
n. _____	_____	<input type="checkbox"/>

Obviously this check list is amendable, use this as a guide so nothing is overlooked.