# NGOCG Work Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Jan | Getting It Together | Review | Time |
| 28-29th Dec  2015 | Updated Site Plan with all stalls lists to date and sent to Pillingers/MGRS |  | 3 hours |
|  | Chase Raymund and Jason Casey’s Production Sound equipment and forward to Pillingers. |  | 1 hour |
|  | Stallholder schedule table – contacts/sizes/specs/locations etc.  and  Invitation letter to OzHarvest for fruit/food sponsorship. |  | 3 hours |
| 27th Dec – 6th Jan  Done by Cat and Priya | Draft for Poster for A2 & A3 & A 5 send to printers ASAP |  | 10 hours? |
| 29 Dec  Done by Cat and Priya | Promotional also  Send poster to Josh |  | 3 hours?? |
| 4th– 6th Jan |  | 15 Case management plans from CIMS | 10 hours |
|  |  | Zoho Survey Done - TBC | 10 hours |
|  | Draft event program from the day to hand out with message from Maz, Map of the park and run sheet  (await final confirmation from MGRS) |  | 8 hours |
| January 7th -10th | Meeting with Macarthur either 7th or 8th to finalise communication Plan and printing |  | 7 hour day |
|  | Responding to Council and updating  Submission as required refer production plan for actions due on the 9th January 16 |  | 8 hours |
|  | Terms and conditions for the stall-holder bump in bump out emergency response contacts list. Forward as well to performers |  | 6 hours |
| 10 -14th | Lanyards and misc. |  | 7 hours |
|  | We need to discuss this week. Could be promo work if needed or review writing up. |  |  |
| 21st | Event 8-5 |  | 9 hours |