# NGOCG Work Plan

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| Jan | Getting It Together  | Review | Time  |
| 28-29th Dec2015 | 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 JanDone 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 alsoSend 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 updatingSubmission 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 |