

EVENT MANAGEMENT PROJECT PLANNING AND IMPLEMENTATION TIMELINE TEMPLATE

Use this template (files provided in the FCCLA Adviser Portal and Student Portal) to document project planning and implementation data. The event must be planned for an educational institution, community or non-profit organization, business, or government institution. Level 1 and 2 projects do not have to be implemented, but must be planned to take place between July 1 and June 30 of the school year before the National Leadership Conference (NLC).

Team Member Name(s):							
Date of Proposed Event:							
Start Date	Due Date	Date Completed	Activity	Task(s) Required to Complete Activity	Person Responsible	Resources Needed	Comments (include risks or variables which may impact completion)
11/1/45	12/1/45	11/15/45	Reserve the Fine Arts Center for Fashion Show fundraiser	Email the facilities manager and complete the required forms	Antonio	Contact info Completed forms	Date availability Deposit funds availability