**Action Plan Template**

**Category**

**Action**

**Responsible**

**Due date**

**Comments/Decisions**

**Program Approval**

Finalize agenda/budget

Submit Program Activity Form to Leigh McMutry

Due January 1 or minimum of 30 days in advance as possible.

Submit agenda to Program Committee.

Due minimum 2 weeks before event. However, best practice is to submit as far in advance as possible. Program Committee will submit to Deacons for approval.

**Printed Program**

Finalize Printed Program

Print Programs

**Program Participants**

List prospective program participants

**Publicity**

Meet with Publicity Team to discuss advertisement

Ideally 6 weeks before event

Begin internal and external advertisement

**Transportation**

Verify vehicle and operator

**Fee**

Determine fee, if any

**Food**

Contact person(s) responsible for preparing food

**Music**

Contact Min. Hunter to discuss music

**Honorarium**

Pick up checks for speaker & MC

**Set up/Decor**

Determine who will set up

**Audio/Visual**

Contact A/V Ministry to discuss needs

**Cleanup**

Designate individual(s) to clean up

**Hold event**

Instructions

1. Customize the Action Plan to meet the need of your event. Add or delete categories, as required.

3. Add action(s) within each category, as needed.

• Add a new row for each action

• To add a row:

• Place your mouse cursor in a cell of the row above or below where you want to add a row.

• Click the **Layout** tab, which appears toward the right of the Ribbon once you click in the table.

• Click either the button labeled "Insert Above" or "Insert Below."

• Repeat as necessary to add more rows.

3. Add the name of the person responsible to execute each action

4. Add due date

5. Add any additional information needed such as decisions made, issue to be resolved, etc.

6. Use the action plan at each meeting to review status of actions. This may be easier if you sort the actions by due date. Follow the instructions below to sort actions.

• Place the cursor at the top of the column until you see an arrow pointing down

• Click to highlight the column

• Click the **Layout** tab, which appears toward the right of the Ribbon once you click on the top of the column

• Click on Sort

• Answer questions in the box that will appear

Tip: Once all actions needed have been entered into the action plan, you can delete the Category column. This will make sorting easier. To delete the column

• Place the cursor at the top of the column until you see an arrow pointing down

• Click to highlight the column

• click the **Layout** tab, which appears toward the right of the Ribbon once you click on the top of the column

• Click on Delete

• Click on Delete Column