

D. Event Planning Calendar.

(Suggested teaching time: 10 minutes)

1. A well-planned project should have an event planning calendar that identifies the key phases of activity of the team leading up to the event from:
 - 9 months
 - 6 months
 - 3 months
 - Each of the last 12 weeks
 - Event week

2. The project calendar should also have key tasks and responsible parties assigned and allow for task completions to be posted.

Refer the group to Appendix 5C to see a project tracking report.

