

Planning Committee Assignments – Sign Up Sheet

Name of Committee	Sample Responsibilities of Committee	Planning Committee Member(s) Name
Chair or Co-Chairs	<ul style="list-style-type: none"> ➤ Identify and recruit community partners to serve on committee ➤ Schedule and facilitate planning committee meetings ➤ Delegate task assignments to committee members 	
Outreach & Champion Recruitment	<ul style="list-style-type: none"> ➤ Identify and contact Champions from various congregations and representatives from community organizations ➤ Maintain comprehensive mailing list for invitations 	
Invitations/Correspondence	<ul style="list-style-type: none"> ➤ Typeset, print, and mail invitations ➤ Print mailing labels and arrange for postage for invitations 	
Publicity/Media	<ul style="list-style-type: none"> ➤ Contact local media outlets to publicize event ➤ Distribute press releases to local media 	
Refreshments	<ul style="list-style-type: none"> ➤ Solicit donations of refreshments/food for event ➤ Arrange refreshments/food at event 	
Location/Logistics	<ul style="list-style-type: none"> ➤ Secure location/date of event ➤ Secure A/V equipment for event ➤ Set-up and break-down of tables/chairs 	
RSVP for Kickoff Attendees	<ul style="list-style-type: none"> ➤ Accept confirmation phone calls from those who plan to attend event 	
Exhibitor Invitation & Coordination	<ul style="list-style-type: none"> ➤ Invite local community organizations to display/exhibit at the kickoff event (phone, mail, or fax invitations) ➤ Make arrangements to provide exhibit tables at event 	
Program Planning/Agenda Development	<ul style="list-style-type: none"> ➤ Invite breast cancer survivor and/or medical expert to speak at event ➤ Arrange for pastor invocation and musician (if appropriate) 	
Donations & Decorations	<ul style="list-style-type: none"> ➤ Solicit flower centerpieces, balloons, etc. for event ➤ Solicit donations as raffle prizes at event 	
Community Resource Information List		