**OES Plan of Work**

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| **Committee:** | **Date:** |
| Chair & Member Names: | Contact Info: |
| **Committee Goals** | |
| Long Term: | Short Term: |
| **Description of Event:** | |
| Resources: | Budget: |
| Plan of Action: | |
| Timeline Before Event:  *Ex: 4 weeks before Jane will book restaurant* | Timeline At Event:  *Ex: 1 hour before set up tables* |
| Suggestions for Next Year: | |

*\*if someone owns an action, list who is doing it in the timeline. \*\*Please send the PTA president a list of volunteers with their contact information one day before the event.*