

# General Meeting / Project Planning Assignment Sheet

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This page is provided as a guide for setting up a plan of work for projects.

Officers in charge: (assignments)

Committee:

Business to be conducted:

- 1.
- 2.
- 3.
- 4.
- 5.

Presentations:

Publicity:

- Fliers
- Community Newspaper (press release)
- Posters
- Websites
- Etc. (PTA newsletter, local radio or television stations)

Physical Facilities:

Handouts:

- 1.
- 2.
- 3.
- 4.

Other:

Costs:

Evaluation:

Subject:

Letters:

School Papers:

Calls: