

PLANNING

VENTURING FORUM COMMISSIONER'S WORK PLAN

JOBS TO DO	Days Before RT	Specific Dates for Developing Forums for Month of:											
		Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July
1. Develop forum outline and promotional plan with district executive and/or district chairman.	-45												
2. Review next two months programs and promotion/marketing plan at monthly district commissioners' meeting.	-40												
3. Confirm meeting place and make assignments with staff for next month's forum program.	-35												
4. Announce location and program highlights for next forum.	-30												
5. Follow up on forum program assignments.	-20												
6. Prepare notices for council/district newsletters and Web sites.	-18												
7. Follow up with district executive and/or district chairman on plans.	-15												
8. Mail and/or e-mail notices or newsletter to crew Advisors.	- 9												
9. Second follow-up on forum assignments.	- 8												
10. Final check on arrangements and properties at forum staff meeting.	- 5												
11. Telephone and personal contacts.	- 2												
12. Check meeting room arrangement and facilities.	- 1												
13. VENTURING FORUM	0												
14. Follow up attendance—return borrowed equipment—thank-you notes to helpers.	+ 1												

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