

You are the chairperson, now what??

Project name _____

Date _____ Chairperson(s) _____

Contact _____

Did you call the organization to confirm details?

- How many people do they need?
- How do you get to the project?
- What is the nature of the work they want us to do?
- What person do we look for?

Does everyone know about the project?

- Did you e-mail the details and directions?
- Did you describe it at a meeting?
- Do you have a sign up sheet in the office?

(Do these steps about two weeks before the project)

Did enough people sign up for the project?

Project time!

- Did you find a place to meet before the project?
- Are there enough drivers to get those interested to the project?
- Does everyone have directions with them?
- Is there a late car going up?
- What about food? It is acceptable if we don't get fed by them.

If the project is on campus....

- Did you reserve rooms for the project?
- Did you give directions to those coming to the campus?
- How many people are coming?

There are always other factors involved in a project, but if you have done these things, you are on your way.