Event management plan checklist with standard operating procedure

This slide covers initial planning addition before event checkfull, it includes addition, status, examples or tips and any further notes for before results.

Current status	Activities	Defails	507	Notes
Completed	Determine duration, time and venue	Select Event Manager Insurance Add text here	Schedule one event at one time	Text Here
Non Completed	Organized the planning committee	Department of Communication Facilities Administration Shareholders/ Agencies Add text here	Create Contact list Text Here	Text Here
In-Progress	Determine roles and responsibility	Event Planner Management Cost Safety Officer		Text Hore

SOP-Standard Operating Procedure

Event Management Standard Operating Procedures

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