

# Workshop Planning/Coordination

\*remember to keep a portfolio of your planning materials, such as event agenda, flyers, meeting notes, etc. SHINE may require them as additional documentation of your services.  
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Month/Year:		AC Member Name:	
Proposed event(s):		Community Site:	
		Site Contact:	

Week 1	Date	Begin	End	How has the project progressed this week?	site contact initial:	
				What are your plans for next week?		
Week 2	Date	Begin	End	How has the project progressed this week?	site contact initial:	
				What are your plans for next week?		
Week 3	Date	Begin	End	How has the project progressed this week?	site contact initial:	
				What are your plans for next week?		
Week 4	Date	Begin	End	How has the project progressed this week?	site contact initial:	
				What are your plans for next week?		