

# EVENT PROGRESS TRACKER

Project Planning Phase

DATE GENERATED **October 24, 2023**

EVENT NAME Corporate Gala 2024

PROJECT MANAGER Alex Rivers

TARGET DATE December 15, 2023

OVERALL STATUS On Track (65%)

STATUS	MILESTONE / TASK	ASSIGNEE	DEADLINE	PROGRESS
	Venue Contract & Deposit	Sarah J.	Oct 01	
	Catering Menu Finalization	Mike D.	Oct 15	
	Guest Invitations Sent	Elena R.	Nov 01	
	AV & Lighting Setup Plan	Tech Team	Nov 10	
	Keynote Speaker Travel	Sarah J.	Nov 20	

## NOTES & CRITICAL PATH

Final headcount needed by Nov 25 for catering lock-in. Check wireless mic frequency compatibility with venue.

APPROVAL SIGNATURE