

Committee Tracking Sheet

Larch Mountain Country Artisans

DL 10/14/15

Name _____ **PIN** _____

Committee _____ **Position** _____

It will be the responsibility of each committee member and committee chair to keep track of the work they do and the time they spend for a committee. You may use this form or one of your own, as long as you include the listed information. (Please **DO NOT** include "Show Staffing Hours" on this form.)

Committee Members:

Please list committee members, responsibilities, and hours worked. Committee Chair please attach the members' **Committee Tracking Sheet** to your report.

Time:

Please log time and activity for your committee. **Please be complete!**

Date Hours Activity

Computer Work:

Be sure to include with this report a disk of any computer work you did for the show. Example: Addresses, e-mail addresses, letters, layout for print work

Time Line:

Please make a list of activities, dates, and deadlines that your committee needs to follow.

Responsibilities:

Please list any committee responsibilities that are not included in the time line.

Inventory:

Please list all items that your committee uses that are owned by LMCA and tell where they are stored. **We need the details: list of items, number of items, and where they are stored!**

Additional Items:

Please list any additional items that your committee uses and from whom you get them.

Contact Persons:

Please list any contact persons that have not been listed and how they are useful to your committee.

Suggestions:

Please list any suggestion for improving the work of the committee you worked on, or to improve the quality of the show

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