



<http://www.aerospacertables.com/wp-content/plugins/pdf/download-the-fantasy-bond-the-structure-of-psychological-defenses>

Hyper Plan v1.0.1 : /Users/andyb/Documents/HyperPlan/event plan.hp (free trial)

Zoom fit Zoom in Zoom out Magnify Swap X/Y

Cards Table

**Edit Card Properties**

Task: Find venue  
Category: Venue  
Assigned to: Abi  
When: 12 months to go  
Budget: 3000  
Effort: 20  
Status: To Do  
Priority: Low

**Layout/Color Cards**

Arrange columns (X) by: Status  
Arrange rows (Y) by: Priority  
Set card color by: Assigned to  
Set highlight color by: <Select>  
Show total for: <Select>  
Set row/column color: To background

	To Do	Doing	Done	Waiting
<b>High</b>	Decide VIP list	Decide menu Finalize numbers Release unwanted rooms Print signage Arrange VIP parking	Set up event registration system sign speaker contract Arrange sound system Find event sponsors Quotes for flowers Quotes for invitations Quotes for signage Arrange stage Organize awards	Follow up non replies Print silent auction bid forms Create clean-up plan
<b>Medium</b>	Organize speaker Decide ticket prices review event security	Set up Facebook page Decide decor and theme Set up website Print invitations Print programs Print banners Quotes for banners Quotes for programs Sign venue contract Press release Sign band contract Hire band Check for special food requirements Choose table linen supplier Arrange lighting	Sign photographer contract Send out invitations Print tickets Quotes for insurance Quotes for chair covers Arrange seating plan Check disabled access Arrange alcohol permit Print silent auction catalog	Take out insurance Decide maximum numbers Organize table centerpieces Choose wine Arrange VIP gifts Arrange silent auction gifts
<b>Low</b>	Find venue Set up bank account Decide event date	Set up Twitter account Start social media campaign Recruit volunteers Assign volunteers to duties Choose florist Make block room booking Develop marketing plan	Choose chair cover supplier Plan photo ops	Final count to catering

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