




# COMPLETE ACTION PLAN SCHEDULING OF AIC-AIGETOA

|   |                              |
|---|------------------------------|
|  | Planning of Activities       |
|  | Preparation of Activities    |
|  | Implementation of Activities |

|                                    |   | 22-Apr | 23-Apr | 24-Apr | 25-Apr | 26-Apr | 27-Apr | 28-Apr | 29-Apr | 30-Apr | 1-May | 2-May | 3-May | 4-May | 5-May | 6-May | 7-May | 8-May | 9-May | 10-May | 11-May |
|------------------------------------|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|
|                                    |   | THU    | FRI    | SAT    | SUN    | MON    | TUE    | WED    | THU    | FRI    | SAT   | SUN   | MON   | TUE   | WED   | THU   | FRI   | SAT   | SUN   | MON    | TUE    |
| <b>Finance Committee:</b>          |   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| Regd Volunteers: 2 Nos (Corp)      |   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (i)                                | Ascertain Expenditure for AIC                           |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (ii)                               | Allotment of Funds                                      |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (iii)                              | Funds Management  |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (iv)                               | Account Management                                      |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (v)                                | Co-ordinate with CHQ Finance secretary                  |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| <b>Advertisement Committee:</b>    |   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| Regd Volunteers: 3 Nos (Corp)      |   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (i)                                | Preparation of Invitation cards                         |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (ii)                               | Distribution of Invitation Cards                        |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (iii)                              | Designing of Invitation for Web Site                    |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (iv)                               | Banners and Badges                                      |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (v)                                | Invitation to all CGMs in Circle                        |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (vi)                               | Invitation to all Press and Media                       |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (vi)                               | Co-ordinate with web secretary                          |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| <b>Transportation Committee:</b>   |   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| 2 Corp, 8 Faridabad                |   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (i)                                | Confirming Ticket Booking of Members                    |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (ii)                               | Train arrival timings of Members                        |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (iii)                              | Pre-Guidance for members about reaching AIC             |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (iv)                               | Receiving Members from Faridabad Rly Station            |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (v)                                | Guiding them to Hotel                                   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (vi)                               | Handing over them to Hall arrangement committee         |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (vii)                              | Notice at Railway station & Bus stand                   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| <b>Hall arrangement Committee:</b> |   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| 2 Corp, 5 General                  |   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (i)                                | Confirm booking of Hall                                 |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (ii)                               | Inspecting all rooms and halls                          |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (iii)                              | Allotment of rooms                                      |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (iv)                               | Stage Decoration and Banners in Hall                    |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (v)                                | Seating arrangement                                     |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (vi)                               | Allotment of VIP Seats                                  |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| <b>Reception committee:</b>        |   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| 5 Female Corp, 5 Male General      |   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (i)                                | Follow up with Chief Guest and delegates                |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (ii)                               | Receive VIPs from Car parking to Reception              |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (iii)                              | Receive VIPs from Reception with bouquet & to res. Seat |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| <b>Food Committee:</b>             |   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| 2 Corp, 8 General                  |   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (i)                                | Deciding Menu   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (ii)                               | Inspecting Food   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (iii)                              | Taking personal care on VIPs                            |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (iv)                               | Serving of foods at proper time                         |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| <b>Programming Committee:</b>      |   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (General Sec & President)          |   |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (i)                                | Preparing complete Agenda of AIC                        |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (ii)                               | Arranging Comperer                                      |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (iii)                              | Preparation of Introductory speech for all delegates    |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |
| (iv)                               | Complete preparing and scheduling of Programmes         |        |        |        |        |        |        |        |        |        |       |       |       |       |       |       |       |       |       |        |        |

FINALISATION OF VOLUNTEERS FOR DIFFERENT COMMITTEES

ALL COMMITTEE MEMBERS MEETING WITH GS AND PRESIDENT

ALL COMMITTEE HEADS MEETING WITH GS & PRESIDENT