

Rotary Club of Beavercreek

Program Chair's Checklist

- Receive direction from the Beavercreek Rotary Board.
- Establish a budget and approval from the board.
- Establish committee members.
- Solicit participants.
- Publish schedule for the event.
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- Submit receipts to treasurer for payment.
- Submit list of committee members and participants to the treasurer for Paul Harris Award Dollar Credits.
- Report to club membership on success of the event.
- Make note of any problems or areas for improvement for next chairperson.
- Record all points of contact.
- Comments: _____
