

4-Month preliminary plan

This plan, even though preliminary, should include all the information concerning your event(s) taking place during the semester. The following point-form suggestions should be addressed, in the format you desire, to give the most information possible to the CJPME national office.

In short, the plan should answer the 5 W's: who, what, where, when, why (and how!).

- How many members do you expect in your campus group? (Include a minimum and maximum amount: if you have trouble attaining your minimum of members required to function, you may have to rethink your project plans. Inversely, too many members may be quite complicated to manage.)
- What event(s) would you like to plan?
- Where will it take place? (If you did not yet obtain university recognition, renting a room might be complicated and pricey.)
- When would you like your event to take place?

(When your group is recently created, it is hard to determine a specific date: Choose a day of the week you think would be most relevant (i.e. if you are inviting a speaker, don't choose a Friday evening as most people have just finished their work week.), and a month (Is it a big event? In which case, you will plan for it to take place near the end of the semester rather than in the middle, in order to have more time to plan.)

- What is your objective? What would you like to accomplish? What message would you like to deliver or communicate? Is there a monetary objective, a participatory objective, etc.?
- Which team member will be responsible of which task(s)? What are the deadlines for each task, taking into account the approximate date of the event?
- Which budget is allocated to the event(s)/project(s)? Or, if you are organizing a fundraiser, how much do you think your event will yield in financial terms?
- Add any other complimentary information you consider relevant.
- CJPME expects to receive the plan a few weeks after the beginning of the semester. Although we would like to receive it as soon as possible, we understand it might be difficult to organize productive meetings with new members. At the latest, CJPME would like to receive the plan by mid-October and mid-February as any later would imply a very tight deadline for your event. If you complete your 4-month plan at a later date, please send it to us anyway – you can plan an event of a smaller span in order to meet your deadlines with more ease and less personal involvement.