

OSAIID ACTION PLANNER EXAMPLE

ACTIVITY NAME: Guest Speaker DATE OF ACTIVITY: November 25

| Action Person(s) Responsible | Date to be Completed | People/Money/Resources Needed | Materials/Equipment |
|--|----------------------|-------------------------------|---|
| Step 1. book assembly Richard (speak with principal) | Oct. 6 | | |
| 2. research topic; James book speaker | Oct. 15 | 1 person | |
| 3. posters Julie, Kris, Max (announcements) | Oct. 17 | 3 people | paper, paint, tape |
| 4. audio set up contact A.V. Head Wendy, Matt etc. ... | Nov. 25 | 2 people | podium, video, projector, speakers, music |