

Version: 1

Project: Be Haunted by Poe Haunted House

Project Leader:

Sherry J Bright

Planned Completion Date: 10/23/17

Problem: not enough low cost fun activities with educational component available to our population

Action Plan: Pull together existing props, create new props, set up scenery, and run program

Will need guides, creative hands, and time.

Challenges: large program with lots of special effects and need people to run it

Additional information on plan sheet.

Team: All staff & Volunteers

Strategic Plan Impact:

Encourage literacy and builds community

Outcome: success measured by complete program, attendance, and feedback

Key Tasks:

Task	Tools	Who	When	Status
Gather props	carts	Sherry, Alesha, Kelly	October 5	
Create new items	Craft & building tools	Staff Volunteers	October 9 October 16	
Set up	Props, display box, ladders	Staff & Volunteers	October 16-20 th	