イベント役割分担表

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| イベント名 |  | 会場名 |  | | |
| 日時 | 年　　　　　　月　　　　　　日　（　　　　） | 責任者 |  | 作成者 |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | 作業項目 | 作業内容 | 完了予定 | 完了 | 担当者 | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |
| 1 |  |  | ／ | □ |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  | ／ | □ |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  | ／ | □ |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  | ／ | □ |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  | ／ | □ |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  | ／ | □ |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  | ／ | □ |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  | ／ | □ |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  | ／ | □ |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  | ／ | □ |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  | ／ | □ |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  | ／ | □ |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  | ／ | □ |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  | ／ | □ |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  | ／ | □ |  |  |  |  |  |  |  |  |  |  |

**※各自の担当作業をチェックすること。　※作業ごとの責任者には◎を記載すること。　※責任者＝◎、担当者＝○**