

**G-I Conference and Event
Organizing Committee Progress Report Form**

Prepared by: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Signature: _____

Date: _____

General Information for Conference or Event

Title: _____

Location: _____

Date: _____

Progress Report

Indicate your progress on the attached schedule (Chuck's schedule with boxes to indicate when things have been completed) and provide an updated budget.

Is the Event on Schedule? yes no

What Actions are Required to Keep it on Schedule? _____

Is the Event on Budget? yes no

What Actions are Required to Keep it on Budget? _____

What is Going Well? _____

What is not Going Well? _____

General Comments: _____
