**Kenmore Rotary Club**

**Citizenship Ceremony**

**Chronological Action Plan**

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| **No.** | **Task** | **Responsibility** | **Deadline** | **Status** |
| 1 | Submit Expression of Interest to DIBP including support letter from President. | RP | 27 Oct latest | Complete |
| 2 | Confirm Presiding Officer (K Richards) | RP |  | Complete |
| 3 | Informal invite to Dr C Rowan | RP |  | Complete |
| 4  | Confirm booking Carroll Centre & pay | LB |  | Complete |
| 5 | Invitation Kelsey Giarola  | RP |  | Complete |
| 6 | Confirm Master of Ceremonies | RP |  | Complete |
| 7 | Send invitations to official party | RP | 23Nov | Complete |
| 8 | Send invitation to Minister for Home Affairs | RP | 23 Nov | Complete |
| 9 | Attend information session at HA (compulsory) | R P/LB | 6 Dec  | Complete |
| 10 | Prepare grant application for BCC | RP | 15 Jan | Complete |
| 11 | Write event running sheet and distribute to MC and official party. | RP | 20 Jan | Complete |
| 12 | Submit draft program and running sheet to Home Affairs | RP | 5 Jan  | Complete |
| 13 | Get notification of rep from AEC | RP | 17 Jan | Complete |
| 14 | Get notification of rep from HA | RP | 19 Jan | Complete |
| 15 | Receive candidate list - prelim | RP | 18 Dec | Complete |
| 16 | Receive candidate list - final | RP | 16 Jan | Complete |
| 17 | Submit final program and running sheet to Home Affairs |  | 12 Jan | Complete |
| 17 | Invite new citizens representative | RP | 12 Jan | Complete |
| 18 | Prepare roster for Rotary personnel (parking, registration, catering, set-up and plants etc, photography and music etc.) | RP/LB | 19 Jan final | Complete |
| 19 | Print Registration instructions etc. | RP | 18 Jan | Complete |
| 20 | Order plants  | K Richards | 1 Dec/25 Jan  | Complete  |
| 21 | Order Aust. Day flags etc from Jane Prentice and collect | K Richards | 1 Dec/19 Jan | Complete |
| 22 | Pick up certificates etc. from Dept. | RP | 23 Jan | Complete |
| 23 | Deliver BCC bags, flags, plants etc. | K Richards | 25 Jan | Complete |
| 24 | Receive printed programs | RP/K Richards | 24 Jan | Complete |
| 25 | Receive printed Rotary Certificates | RP/K Richards | 24 Jan | Complete |
| 26 | Print name tags | RP/K Richards | 24 Jan | Complete |
| 27 | Collect Aust flags from K Richards office | RP | 24 Jan | Complete |
| 28 | Collect flag stands from Joan’s | Ken Ryan | 25 Jan | Complete |
| 29 | Collect Queen’s photo  | RP | 24 Jan | Complete |
| 30 | Set up catering arrangements | LB | 25 Jan  | Complete |
| 31 | Set up Carroll Centre | P Cook /all | 25 Jan  | Complete |
| 32 | Send photos to candidates | RP | 11 Feb | Complete |

Cr. Richards to provide:

 Portrait of Queen

 Aust. Flags

 Gift bags

 Plants

 Aust Flag, Qld Flag and BCC Flag