FROM:

DATE:

SUBJECT: End of Cycle Memo Template

**OVERVIEW**

Include in this section:

1. Major responsibilities and duties of your position
2. Structure (including consultants if applicable) of your job – include direct supervisors and other departments you worked with
3. Total events executed

**EVENTS**

This section should include a step by step plan of executing major events. Included in the description of each type of event (Events with Surrogates, NP, SJI, and Candidate Fundraising events) please include:

1. Invite process, scheduling process
2. Member/Surrogate involvement
3. Host involvement and your interaction and work with hosts, venues and vendors.
4. Your work with the DCCC finance staff and other DCCC staff
5. Explanation of event budgets and creative ways to cut costs.
6. Suggestions on ways to improve events, save costs and your work experience while working with DCCC staff

**EVENTS SPECIFIC TO LEADER PELOSI**

This section should specific requirements for planning an event with Leader Pelosi as the special guest.

1. Specific needs/requirements in terms of scheduling, locations, vendors, flowers, set up, AV, host involvement, thank you notes, etc.

**SURROGATE OUTREACH**

Please list all major surrogates that the DCCC works with, contact info, and any specific details that pertain to outreach to them and their staff and working with them.

**FEEDBACK**

This section is where you should give your general thoughts/feedback on your position this cycle. Please include lessons learned, tools used that were really helpful, feedback on interaction with other departments, etc.