


About the Document

name	EE-HR-3930-M. Annual Social Events Plan
owner	HR
access & use	Restricted to HR
what it is	<p>A document that provides guidelines for planning annual social events, and a template for creating an annual Social Events Plan and budget.</p> <p>Used for:</p> <ul style="list-style-type: none"> ◆ Creating an annual Social Events Plan at the beginning of the year to guide the Company's social activities for the next 12 months. ◆ Creating an annual social activities budget. ◆ Creating rules of engagement for Social Committee members.
who uses it	Once HR has modified a copy of the plan for the current year, Social Committee members refer to the guidelines and complete the details of the Forms section.

Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.
- ◆ If required, you can copy and paste to add additional sections to the document. To preserve the formatting in your document when copying and pasting, click the small arrow beneath the **Paste** command and then select either the **Keep Text Only** or the **Merge Formatting** option.
- ◆ Table cells will expand to accommodate any length of text.
- ◆ If required, you can copy and paste to add additional tables to the form. In the upper-left corner of the table, click the  Table icon to select the entire table, and then press **Ctrl + C** to copy it. Right-click in the destination location and press **Ctrl + V** (or right-click and select **Keep Original Table Formatting** from the **Paste Options**).
- ◆ If required, you can copy and paste to add additional rows to the tables. Place the cursor in a row, right-click, and select **Insert > Insert Rows Below**. Or, to copy and paste a row, select the entire row and press **Ctrl + C**, then place cursor in the first cell of the destination row and press **Ctrl + V**.



Preview for this page is not available

Download the free editable version of this document
PLUS download a free zip file of popular templates!

[FIND OUT MORE](#)

- OR -

Unlock features for all templates & kits.
Get ConnectsUs HR™ now!

**FOR
SMALL BUSINESS**

**FOR
HR CONSULTANTS**