

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 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

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.