**FIRST SIG Planning Checklist**

The SIG checklist is required for any proposed new SIG. Please complete and submit this form to the FIRST Secretariat at [first-sec@first.org](mailto:first-sec@first.org).

**Proposed Charter for:** [Special Interests Group Name]

**Submitted By:** [Name]       **Date:** [Day Month, Year]

**Mission (required)**

Briefly state the reason for chartering this subgroup in general terms (what problem are you trying to solve)?

**Goals & Deliverables**

Describe the goals and deliverables of what you hope to accomplish in the next year (please explain if a longer approach is needed).

**Initial Chairperson(s) and Members**

Chairperson(s) and Team Affiliation (needs to be a FIRST member or liaison)

Please list anyone that has already shown interest in participating and their email. The Secretariat will also assist with a call for participants to the teams list once the SIG is approved.

**Budget**

Please list any funding that might be needed to support SIG activities. If you don’t know an amount ($) – simply list the item or activity and the Secretariat will help estimate the budget.

* Item/Activity       Estimated Amount (if known):
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**Infrastructure**

Please use a checkbox to indicate your infrastructure needs:

Mailing List  Wiki Page  WebEx

Phone Bridge (or SIG members can help host/sponsor calls)

Other (please specify)

**Meetings Detail**

How often do you plan to meet in person?

At the Annual Conference (if known, please specify meeting time/space needed example: 1 room for 2 hours):

If other in person meetings are planned please list event or date:

How often do you plan to meet virtually (conference calls/WebEx)?

Weekly  Monthly  Quarterly  Other:

**Other comments:**