

To help you structure a **proceeding table** (also known as a **work breakdown structure** or **event timeline**) for organizing a **food festival in the Department of Commerce**, here's a sample table that outlines key activities, responsible persons, and deadlines. This format is ideal for tracking progress and assigning accountability.

Food Festival Proceeding Table – Department of Commerce

S. No.	Task	Responsible Person/Team	Duration	Status
1	Proposal Approval	Event Coordinator	[Week 1]	Pending
2	Budget Planning	Finance Team	[Week 2]	In Progress
3	Stall Registration	Outreach & Registration Team	[Week 3]	Not Started
4	Venue Booking	Logistics Team	[Week 4]	
5	Branding & Promotion	Marketing & Design Team	[Week 5]	In Progress
6	Vendor Coordination	Vendor Liaison	[Week 6]	Not Started
7	Sponsorship Outreach	Sponsorship Team	[Week 7]	In Progress
8	Safety & Hygiene Compliance	Safety Officer	[Week 8]	Not Started
9	Event Day Coordination	All Teams	[Week 9]	Upcoming
10	Feedback Collection & Reporting	Research & Documentation Team	[Week 10]	Not Started

You can customize this table further by adding columns like **Dependencies**, **Resources Needed**, or **KPIs** if you're aiming for a more advanced project management approach.

Would you like this formatted as a Gantt chart, Excel sheet, or integrated into a proposal document?