

RACI Matrix — Food Festival Planning Project

Task / Deliverable	Department Admin	Faculty Members	Students (Organizing Team)	Small Business Owners / Vendors	Marketing Team	Logistics & Support Staff	Security Personnel
Develop Event Proposal Document	A	C	R	I	I	I	I
Select and Invite Vendors	C	C	R	A	I	I	I
Plan Venue Layout & Setup	C	I	R	C	I	A	C
Design and Execute Marketing Campaign	I	C	R	C	A	I	I
Manage Logistics (setup, waste, utilities)	I	I	R	C	I	A	C
Coordinate Student Volunteers	I	A	R	I	C	I	I
Execute Festival Event Day Activities	I	C	R	R	C	A	C
Collect Feedback and	I	C	R	C	A	I	I

Conduct Surveys							
Prepare Post-Event Report & Reflection	C	A	R	I	C	I	I

Legend

R	Responsible	Completes the task or deliverable
A	Accountable	Approves work and ensures completion (only one per task)
C	Consulted	Provides expertise, advice, or input
I	Informed	Updated about decisions or progress

Notes

- The **students (Organizing Team)** are responsible for most execution-level work.
- **Faculty Members** serve as mentors and final approvers for academic purposes.
- **Department Administration** is accountable for compliance and event approval.
- **Marketing Team** leads all promotional tasks, supported by student coordinators.
- **Logistics Staff** ensure technical arrangements and cleanliness.
- **Vendors** are both participants and consultants regarding food presentation and setup.
- **Security** is consulted and informed for safety and crowd control.