

Project Planning Form

The following information should be completed at least two months prior to a project's intended date of execution. Completion of this form will allow the planning committee adequate time to coordinate the project details.

Committee Responsible for Project:

Title of Project and Brief Description:

Purpose of Project:

Time of Project:

Location of Project:

List resources needed for project: (People, money, expertise, etc.)

Project Planning Checklist

Specify below the tasks that need to be accomplished, the individual responsible for each task, and the task's Deadline.

Publicity Checklist

Type of Publicity: Who is Responsible & Distribution Date

_____ Flyers, Table Tents

_____ Newspaper Ads

_____ Posters

_____ Brochures

_____ Banners

_____ Radio Announcements

_____ Press Releases

_____ Photographer

_____ Open letter to faculty, students, administration, community groups

_____ Chalking blackboards

_____ Creating a Display

_____ Other

_____ Other

Project Budget Worksheet

Income Expenses

Fundraising Monies _____ Program Materials _____

Allocation from Club Budget ____ Presenter's Fee _____

Co-Sponsorship Income _____ Publicity _____

Food or Clothing Sales _____ Travel _____

Postage _____

Housing _____

Food _____

Rentals _____

Awards, Certificates _____ Total Income _____

Other -Total Expenses _____

Net Profit/Loss _____