



Project Planning Form

The following information should be completed at least two months prior to the start date of a project. Giving yourself those two months and by filling out this form, it will allow the planning committee adequate time to coordinate the project details.

Committee Responsible for Project: _____

Title of Project: _____

Brief Description:

Purpose of Project: _____

Time & 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

Anticipated Fundraising Monies _____

Allocation from Club Budget _____

Co-Sponsorship Income _____

Food or Clothing Sales _____

Expenses

Program Materials _____

Presenter's Fee _____

Publicity _____

Travel _____

Postage _____

Housing _____

Food _____

Rentals _____

Awards, Certificates _____

Total Income _____

Other -Total Expenses _____

Net Profit/Loss _____