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 ___________  Expenses
Allocation from Club Budget _______________ Program Materials _____
Co-Sponsorship Income _________________ Presenter’s Fee __________
Food or Clothing Sales _______________ Publicity ____________

Travel _______________  Postage _______________
Housing _______________ Food ________________
Rentals _______________ Awards, Certificates _____

Total Income ________ Other -Total Expenses ________
Net Profit/Loss ________