# PROJECT PLANNING CHECKLIST

**Objective/Main Goal:**

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

**Rationale:**

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

**Date:** __________  **Location:** ________________  **Budget:** __________

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<thead>
<tr>
<th>Tasks that have to be completed:</th>
<th>Whose job?</th>
<th>By When?</th>
<th>Completed</th>
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**Publicity Plan**

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

**Advisor Approval on:** __________  **Principal Approval on:** __________
TIMELINE

1 Month Before

- Submit fundraising request form to main office.
  - To be completed by: date:_________ Name:_________________________
- Confirm date on master calendar in main office, submit required paperwork.
  - To be completed by: date:_________ Name:_________________________
- Post date on schoology for membership.
  - To be completed by: date:_________ Name:_________________________

2 Weeks Before

- Advertisement begins. (If community advertising also, begin that a week earlier).
  - To be completed by: date:_________ Name:_________________________
- Any paperwork such as all school read completed and distributed.
  - To be completed by: date:_________ Name:_________________________
- Signup list distributed to membership.
  - To be completed by: date:_________ Name:_________________________

1 Week Before

- All paperwork completed and all materials on site. (Except if tickets are being sold in which case then paperwork and materials are due the week before.).
  - To be completed by: date:_________ Name:_________________________
- All day of tasks assigned.
  - To be completed by: date:_________ Name:_________________________

1 Day Before

- Final walk through.
  - To be completed by: date:_________ Name:_________________________

Day of Project. To be completed on:

1 Week After

- All post project material is completed (including this form).
  - To be completed by: date:_________ Name:_________________________
- All thank you letters are completed and distributed.
  - To be completed by: date:_________ Name:_________________________