Project Planning Sheet

Chair of Project: ________________________________

Name of Project: ________________________________

Projected date of Project: ______________________

This is a:

☐ Fellowship Project  ☐ Service Project  ☐ Membership Project

Goal/Description of Project:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I have met with the corresponding Vice President to discuss this project:

☐ Yes  Signature of Vice President: ________________________________

I have talked with previous chairs of this project and/or read the evaluation sheets:

☐ Yes  ☐ Not Applicable, it’s a new project!

Are external contacts outside of the chapter necessary to due this project?

Name  Who are They?  contact info
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Notes from external contact*:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Project Planning Sheet

What supplies will you need?*

Yes, I have checked with Concessions and the Sergeant at Arms to see if any of these supplies are already available and do not need to be purchased.

I need a brother to help me with shopping transportation:  □ Yes   □ No

Estimated Budget: $_______ _______

□ Yes, I have talked with the Treasurer about the upcoming allocations

Allocations*:

<table>
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<th>Amount</th>
<th>For</th>
<th>Expiration Date</th>
<th>Line Item</th>
<th>Date Approved</th>
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<tr>
<th>Item Bought*</th>
<th>Qty</th>
<th>From Where?</th>
<th>Total Price</th>
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Total Cost of Project: $_______ _______

□ Yes, I have saved all of my receipts and have submitted a reimbursement request to the Treasurer
What sort of manpower is required for this event?*
Set up will require ______ brothers for ______ hours doing the following:

The event will require ______ brothers for ______ hours doing the following:

Clean up will require ______ brothers for ______ hours doing the following:

Beginning time for event: ___________ End time for event: ___________

Is this event on or off campus?
☐ On Campus:
   Location:________________________ Room reserved: ☐ Yes ☐ NA

☐ Off Campus:
   Location:________________________
   For transportation we will use:
   ☐ The bus – which one? __________
   ☐ Cars - how many? _____________
   ☐ Other - _______________

To communicate to the chapter that this event is happening I have:
(please check the following as they are completed)

☐ Poster __________
☐ Chalk __________
☐ Post to public bboards __________
☐ Paint the fence __________
☐ Talk to Readme or the Tartan __________
☐ NA

To advertise this event outside of the chapter I plan to:
(please check all those that apply and fill out when they will be done)

☐ Announced to chapter that this event is happening!
☐ Passed out a sign up sheet
☐ Reminded brothers who signed up for event through
☐ Posted to cmu.student.aphio about event and a list of who signed up
   optional:
☐ Contacted Advisors or Alumni
Project Planning Sheet

Timeline— 4 week calendar to help plan out the project

Dates to put down:  
- Event date and shopping date
- Chapter communication dates (sign up sheet releases)
- Publicity dates (postering and chalking etc)

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Please feel free to attach any and all sign up sheets upon completion of the project.
Notes:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Evaluation:
What went well? What did not go well? Any suggestions to future chairs to make this run easier and be more fun?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

* If at any time you run out of space, please feel free to attach an additional sheet of paper to the Project Planning Sheet with the additional information.