

AΦΩ- Project Planning Sheet

Project Chair(s): _____

Name of Project: _____

Projected Date and Time of Project: _____

Google Doc Chapter Announcement Facebook Event Reminders

Project Type: Service Fellowship

Project Description: _____

Project Location: _____

Contact(s): _____

Supplies Needed: _____

Desired Number of Attendees: _____

Advertising Methods Used: _____

Requested Budget: \$ _____

Amount Spent: \$ _____

Items Bought: _____

Cost: \$ _____

Cost: \$ _____

Cost: \$ _____

Cost: \$ _____

Post-project Evaluation: _____

*******IN ORDER TO RECEIVE ANY REIMBURSEMENT YOU MUST MEET WITH THE APPROPRIATE VP*******

Feel free to attach any pertinent documents (sign-up sheets, etc.)