

PROJECT PLANNING GUIDE

This must be completed and submitted to Mr. Hambleton or Ms. Moore no later than one week prior to the project. Failure to submit this will result in no activity. Be sure to give yourself enough time to get the proper approvals!

Title of Event: _____ **Date and Time(s):** _____
Project Manager (one person): _____ **Project Location(s):** _____
Specific Goal: _____

Check when complete:

- Email ASB President to put Project on Leadership Council Agenda for discussion
- Motion passed during Leadership Council
- Be sure there are no date conflicts on Master Calendar in H & M's office (if applicable)

SETUP FOR PROJECT – Tasks	Due by	Who's in Charge?
Technology/Sound Needs:		

IS SUPERVISION NEEDED? NO or YES (complete below):

Supervisor	When?	Supervisor Initials

PUBLICITY FOR PROJECT – Action Items	Who?	When?

BUDGET – Item	Cost	Account

Agenda during Project Meeting (by minute):

Time	Task	Who's in Charge?

Approvals:

1. All Members of your Commission/Committee/Class Officer Group:

2. Advisor (Class/Link): _____

3. Mr. Hambleton/Ms. Moore: _____

- H/M put on Master Calendar
- H/M will email advisors & supervisors to confirm

****Feel free to attach additional sheets that may help to clarify your project****