



## Project Planning Form

The following information should be completed at least two months prior to a project's intended date of execution. Completion of this form will allow the planning committee adequate time to coordinate the project details.

Committee Responsible for Project:

\_\_\_\_\_

Title of Project and Brief Description:

\_\_\_\_\_

Purpose of Project: \_\_\_\_\_

Time and 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*

Fundraising Monies \_\_\_\_\_  
Allocation from Club Budget \_\_\_\_\_  
Sponsorship Income \_\_\_\_\_  
Food or Clothing Sales \_\_\_\_\_

Total Income \_\_\_\_\_

*Expenses*

Program Materials \_\_\_\_\_  
Presenter's Fee \_\_\_\_\_  
Publicity \_\_\_\_\_  
Travel \_\_\_\_\_  
Postage \_\_\_\_\_  
Housing \_\_\_\_\_  
Food \_\_\_\_\_  
Rentals \_\_\_\_\_  
Awards, Certificates \_\_\_\_\_  
Total Expenses \_\_\_\_\_  
Net Profit/Loss \_\_\_\_\_

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