



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 (people, money, expertise, etc.) needed for the project:

Project planning checklist

Publicity checklist

Fill in the blank with the name of the person responsible for the task and the task's deadline. (Leave it blank if the task isn't needed.)

_____	Flyers/table tents	_____	Press releases
_____	Newspaper ads	_____	Photographer
_____	Posters	_____	Chalking blackboards
_____	Brochures	_____	Creating display
_____	Banners	_____	Other (specify)
_____	Announcements	_____	Other (specify)

Project budget worksheet

Income

Money raised from fundraisers _____

Allocation from club budget _____

Sponsorship income _____

Sales (i.e., bake sale) _____

Total income _____

Expenses

Program materials _____

Fees for presenters/entertainers/DJs _____

Publicity _____

Travel _____

Food _____

Rentals _____

Awards, certificates _____

Total expenses _____

Net profit/loss _____

Kiwanis-family member

keyclub.org

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 USA
1-317-875-8755 • US AND CANADA: 1-800-KIWANIS • E-Mail: keyclub@kiwanis.org

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