

*Peace through Understanding*

### Project planning Checklist

The following form is a template your chapter may use when planning a project. With any project, planning is vital. It will be helpful to consider these factors well in advance (no later than 60-90 days prior). Start by determining the following details about your project: **Project Name, Committee Members, Date/Time of Project and Project Location.** Continue your planning by using this form.

<b>Operations Check List</b>			
√ if Complete	Task	Who is Responsible?	Deadline
	Secure Host Site		
	Form Program Agenda		
	# of people needed ( <i>members, volunteers, teachers, etc.</i> )		
<b>Publicity Check List</b>			
√ if Complete	Type of Publicity	Who is Responsible?	Distribution
	Flyers/Table Tents		
	Newspaper Ads		
	Posters/Brochures		
	Banners		
	Radio Announcements		
	Press Releases		
	Photographer/Videographer		
	Creating a Display		
	Social media (Facebook, Twitter, etc.)		
	Open Letter (to teachers, students & community groups)		
<b>Project Budget Worksheet</b>			
Income	Item	Expenses	Item
	Fundraising Monies		Presenter's Fee
	Co-Sponsorship funds		Program Materials
	PTPI Grant		Publicity/Postage
	Chapter treasury		Travel
			Food
			Awards/Certificates
\$ _____	<b>TOTAL INCOME</b>	\$ _____	<b>TOTAL EXPENSES</b>
\$ _____	<b>Net Profit (Total Income – Total Expenses)</b>		



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### **Project Evaluation Checklist**

Upon completion of your project, evaluate its success. Identify the strengths and weaknesses of the program, and list any ideas that may be helpful if sponsoring the same program in the future.

Project Committee Members (if applicable): \_\_\_\_\_

Name of Project: \_\_\_\_\_

Date / Time of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Goals of the project: \_\_\_\_\_

Were the goals of the project achieved? \_\_\_\_\_

Who did you expect to participate in the project? (chapter members, other students, faculty, community members etc.): \_\_\_\_\_

Who actually participated in the project? \_\_\_\_\_

Were tasks evenly distributed among committee members? \_\_\_\_\_

#### **Budget**

Total Income: \_\_\_\_\_ Total Expenses: \_\_\_\_\_

Net Profit/Loss: \_\_\_\_\_

#### **Publicity**

Specify the method(s) of publicity used: \_\_\_\_\_

Was the project publicized effectively? Yes\_\_\_\_ No\_\_\_\_

List publicity suggestions for the future: \_\_\_\_\_

#### **Overall Assessment**

How would you rate the project overall? Poor \_\_\_\_ Fair \_\_\_\_ Good \_\_\_\_ Excellent \_\_\_\_

Would you recommend doing this project again in the future? Why or why not?

\_\_\_\_\_

List any program suggestions for this project in the future.

\_\_\_\_\_

\_\_\_\_\_

PTPI WORLD HEADQUARTERS