

KEY SOLUTIONS

KEY CLUB MEMBERSHIP RESOURCES

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 of Project: _____
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	_____ Photographer
_____ Newspaper Ads	_____ Open letter to faculty, students, administration, community groups
_____ Posters	_____ Chalking blackboards
_____ Brochures	_____ Creating a Display
_____ Banners	_____ Other
_____ Radio Announcements	_____ Other
_____ Press Releases	

Project Budget Worksheet

Income	Expenses	
Fundraising Monies _____	Program Materials _____	
Allocation from Club Budget _____	Presenter's Fee _____	
Co-Sponsorship Income _____	Publicity _____	
Food or Clothing Sales _____	Travel _____	
	Postage _____	
	Housing _____	
	Food _____	
	Rentals _____	
	Awards, Certificates _____	Total Income _____
		Other -Total Expenses _____
		Net Profit/Loss _____

a Kiwanis-family member

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