

**Project/Event Planning Worksheet**

Name of Project/Event \_\_\_\_\_  
 Project Completion/Event Date \_\_\_\_\_ Event Hours \_\_\_\_\_  
 Project/Event Manager \_\_\_\_\_ Phone # \_\_\_\_\_  
 Location for Project/Event \_\_\_\_\_ Cost? \_\_\_\_\_  
 Location Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

**Committee(s) Needed**

Name	Chairperson	Members	Responsibilities

**Budget**

Item Needed	Estimated/Allowed Costs
	<b>Total Costs:</b>
Projected Revenue	<b>Projected Profit</b>