

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
	Total Costs:
Projected Revenue	Projected Profit