GET IT DONE!

*Project Planning*

EVENT/PROJECT:

|  |  |
| --- | --- |
| Who is this for? | # of People: |
| Date: | Time: |
| Supplies & Resources we have: | Supplies & Resources we need: |
| Steps: | Point Person: | Get Done by:  |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

DON’T FORGET: