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: