

# Project checklist

Project team: \_\_\_\_\_

Project title: \_\_\_\_\_

| Task                                   | Actions/decisions | Person/s responsible | Tick when completed |
|----------------------------------------|-------------------|----------------------|---------------------|
| <b>1. How to promote event/project</b> |                   |                      |                     |
| - email                                |                   |                      |                     |
| - social media                         |                   |                      |                     |
| - flier                                |                   |                      |                     |
| - poster                               |                   |                      |                     |
| - personalised letter                  |                   |                      |                     |
| - other                                |                   |                      |                     |
| <b>2. List of people to invite</b>     |                   |                      |                     |
| <b>3. Prepare invites</b>              |                   |                      |                     |
| <b>4. Send out invites</b>             |                   |                      |                     |
| <b>5. Prepare supporting materials</b> |                   |                      |                     |
| - instructions                         |                   |                      |                     |



|                                                           |  |  |  |
|-----------------------------------------------------------|--|--|--|
| - information about why you're running this event/project |  |  |  |
| - where to get more information about this issue          |  |  |  |
| <b>6. List of things you need to run the event</b>        |  |  |  |
| - laptop/tablet                                           |  |  |  |
| - name tags                                               |  |  |  |
| - extension cords/power boards                            |  |  |  |
| - pens and paper                                          |  |  |  |
| - chairs                                                  |  |  |  |
| - projection screen                                       |  |  |  |
| - cash float                                              |  |  |  |
| - signage                                                 |  |  |  |
| - food/drinks                                             |  |  |  |



|        |  |  |  |
|--------|--|--|--|
| Other: |  |  |  |
|        |  |  |  |
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Notes:

