

# Project checklist

Project team:

Project title:

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



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



Other:			

Notes: