

Project Checklist

Project team: _____

Project title: _____

Task	Actions / Decisions	Persons 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			

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- 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/money box			
- signage			
- food/drinks			

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Notes: