

KEY SOLUTIONS

KEY CLUB MEMBERSHIP RESOURCES

Project planning form

The following information should be completed at least two months prior to a project's intended date of execution. Completion of this form will allow the planning committee adequate time to coordinate the project details.

Committee responsible for project: _____
Title of project and brief description: _____
Purpose of project: _____
Time of project: _____
Location of project: _____
List resources needed for project: (people, money, expertise, etc.) _____

Project planning checklist

Specify below the tasks that need to be accomplished, the individual responsible for each task, and the task's deadline.

Publicity checklist

Type of publicity: Who is responsible and distribution date

_____ Fliers, table tents	_____ Photographer
_____ Newspaper ads	_____ Open letter to faculty, students, administration, community groups
_____ Posters	_____ Chalking blackboards
_____ Brochures	_____ Creating a display
_____ Banners	_____ Other
_____ Radio announcements	_____ Other
_____ Press releases	

Project budget worksheet

Income

Fundraising monies _____
Allocation from club budget _____
Co-sponsorship income _____
Food or clothing sales _____

Expenses

Program materials _____
Presenter's fee _____
Publicity _____
Travel _____
Postage _____
Housing _____
Food _____
Rentals _____
Awards, certificates _____

Total income _____
Other—total expenses _____
Net profit/loss _____

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