# 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 | | | |

# Project Checklist

| | | | |
|---|---|---|---|
| - 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 | | | |
| | | | |
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