



Action Planning/Project Planning Organization Form

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**Type of Project** **Start/End**

\_\_\_\_\_

**Chairperson's Name** **Chairperson's Address/Phone**

**Project Committee**

\_\_\_\_\_

**Description of Project:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Purpose of Project:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Place:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Project Timeline:**

**Beginning of Project:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Who's in charge of beginning of project:** \_\_\_\_\_

**Middle of Project:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Who's in charge of middle of project:** \_\_\_\_\_

**End of Project:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Who's in charge of end of project:** \_\_\_\_\_

**After the Project:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Who's in charge of after the project:** \_\_\_\_\_



**Responsibilities  
(Who's In Charge?)**

**Let's Clear It:** (School calendar, room requests, custodial services, absence slips, permission from administration (or others depending on the place of the project, date, time, location, transportation, etc.)

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**Let's Publicize it:** (Posters, newsletters, announcements, special promotions, PSA's, flyers, bulletin boards, etc.)

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**Let's Get the Equipment:** (Chairs, tables, flags, P.A. system, lights, podium, supplies, tickets, props, etc.)

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**Let's Work:** (Ticket takers, judges, transportation, supply shopping, set up, sell it, count it, registration, making of props, materials, etc.)

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**Let's Clean Up:** (Pick up, take down, erase, trash, etc.)

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**Let's Give Awards:** (Thank you notes, prizes, special recognitions, certificates, etc.)

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**What other things need to be done?**

**Who's going to do it?**

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