

PROJECT WORKSHEET

Type of project: Meeting ____ Fun ____ Fundraiser ____ Service ____

Date(s) of project: _____ Time: _____

Location: _____

Reservations needed? _____

Person to contact: _____

Who is responsible for this project: _____

Participants: _____

Publicity: _____

Invitations to whom: _____

Posters or flyers: _____

Newspaper article? _____

Budget: list itemized cost for the complete project. (decoration, food, admission fee, equipment rental, transportation, spending money)

Source of funds: Cost for the Bethel: _____

Cost for the Girls: _____

Special needs:

Evaluation of the project (to be completed after the project is over)

In your opinion as the event successful? _____

How many Bethel members participated? _____

How many adults participated? _____

If others outside our Bethel were involved, did they participate and enjoy the event? _____

Was the project within budget? _____

If not, explain why:

Things you liked about the project:

Comments:

Recommendations you would make to someone else if they were to try this project at a different time:

Total Income: \$ _____

Total Expenses: \$ _____

Total Profit: \$ _____

Signed: _____

Title: _____