

# Project / Program Planning Sheet

Name of Project/Program: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Chair Person: \_\_\_\_\_ Committee Members: \_\_\_\_\_

\_\_\_\_\_ Coordinating Committee: \_\_\_\_\_

Description and Reason for the Project/Program: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and Time of Event: \_\_\_\_\_ Rooms / Space Needed: \_\_\_\_\_

Circle all that apply: Community Builder Fundraiser Social Event Service Athletic

If this is a fundraiser, what will the funds be used for?

Are alcoholic beverages involved? \_\_\_\_\_ Is charitable gaming involved? \_\_\_\_\_

Will businesses in the community be solicited for prizes, donations, advertising, etc.? \_\_\_\_\_  
(If yes, approval is needed from the Administration Committee.)

Has this or a similar project/program been held previously? If so, explain:

Will this be a recurring event? \_\_\_\_\_ If so, what is the recurrence? \_\_\_\_\_

What other groups will be involved or affected?

Is this project in line with our Parish mission, vision and Catholic values?

**Budget Factors (Please estimate):**

<b>Itemized Costs:</b>	<b>Income:</b>	<b>Allowance Needed:</b>

**Resources Needed:**

<b>Personnel:</b>	<b>Materials:</b>	<b>Facilities and Storage:</b>

**Approval Process (All signatures must be obtained before the event is approved.)**

1. Chairperson of Project/Program: \_\_\_\_\_ Date: \_\_\_\_\_
2. Chairperson of Coordinating Committee: \_\_\_\_\_ Date: \_\_\_\_\_
3. Parish Staff: Director/Liaison/Principal: \_\_\_\_\_ Date: \_\_\_\_\_
4. Parish Business Manager: \_\_\_\_\_ Date: \_\_\_\_\_
5. Community Director: \_\_\_\_\_ Date: \_\_\_\_\_
6. Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

Original should be filed with the Parish Business Office