Overall Planning Worksheet

Activity:	
POC:	Phone:
Fax:	e-mail:
Event/Program Name:	
Date:	Location:
Description	
Overview of Event/Program	m:
	·
Demographics Expected Attendance: Targeted Audience: Age _	Rank % Men % Women
Event/Program Histo Year Founded: Brief History:	•
Past Sponsors:	
	ents (what specifically will this activity achieve?)
Goal 2:	

Goal 3:	-	
Measurement of Goal:		
Project Management		
	<u>Name</u>	Phone/Fax/e-mail
Chairperson/Main POC:		
Sponsorhship Office: Installation Support		
Volunteers:		
Publicity:		
Documentation:		
Other:		
Project Start Date:	,	
Meeting Schedule:		
Documentation		
On-Site Photography:		•
On-Site Videography:		
Key Items to Track (Ticket Sa	ales, Concession	Sales,etc.)
Item		How to Track
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