**SU Project:** **Project Lead Name**:

**Email Address**:

**Phone Number:**

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

**Overview:** The overview should be an overall description of the project you are planning – An event, or Meeting and why are you planning it?

### PROJECT PLANNING

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Information** | **Provider/Contact** | **Action by** | **Status** |
| **Meetings** |  |  |  |  |
| **Initial Meeting** | Who will attend your Initial Meeting? What did you discuss? |  |  | IN PROGRESS |
| **Planning Meeting** |  |  |  | IN PROGRESS |
| **Budget** |  |  |  |  |
|  | What is your budget? Check your accounts and communicate with your Treasurer. | Finance Department  Societies Administrator | Treasurer | IN PROGRESS |
| **Room Booking** |  |  |  |  |
|  | Have you submitted an Events Form?. |  |  | IN PROGRESS |
| **Target Audience** |  |  |  |  |
|  | Are the people taking part or attending going to be your Society Members? Or Students?. |  |  | IN PROGRESS |
| **Permissions** |  |  |  |  |
|  | Do you need to ask permission to do anything in your project?. |  |  | IN PROGRESS |
| **Promotions** |  |  |  |  |
|  | How will you promote your Event/ Project?. |  |  | IN PROGRESS |
|  |  |  |  |  |
|  |  |  |  | IN PROGRESS |

### EXTRA INFORMATION

**FIG 3.**