

PROJECT REPORT

Project/Committee name:

Date:

Project Chair:

Committee Members:

Budget: Amount from club:

Income from sales/fees (if applicable):

Total Budget (amount from club + income, etc.):

Charge per person (if applicable):

Paid attendance:

Actual expenditure (explain if an overage):

Needs budget change (explain):

Supplies: List supplies (amount and cost):

List any supplies left over:

Who is storing left over supplies?

Timeline for project planning and execution:

Any problems encountered?

Any recommended changes?

List the names of any outside contacts and how to reach them:

Additional comments:

Attach any pictures, publicity or other support materials:

Do you recommend continuing this project? Why or why not?