

How to Run a Project

- (1) **Idea and purpose:** What do you want to do? (Brainstorm)
- (2) **Board input:** get it or ask for advice from others.
- (3) **Chairperson:** No project should be run without a chair person
- (4) **Location Possibilities:** consider several locations or variations
- (5) **Resources and Materials:** What do I need? How do I get it?
- (6) **Budget:** MUST BE DEVELOPED BEFORE YOU BEGIN PROJECT!!!
- (7) **Detail Assessment and Critical Analysis:** Do I need anything else? What do I do if X happens? What are potential pitfalls or problems? How will I get people to sign in? How will I get members to interact with the seniors/kids? Do I need insurance? Are there liability problems?

----- 6 to 8 weeks prior to event -----

- (8) **Approval:** create CPG for project or at least have detailed budget for approval; if you don't ask for enough money, it comes out of your pocket
- (9) **Choose location:** make sure that whatever venue is chosen is actually confirmed

----- 4 to 6 weeks prior to event -----

- (10) **Prepare flyer for event; announce at meetings with sign-up sheet**
- (11) **Get information to President for Weekly e-mail** and to Website Director for Calender of Events page / Breaking News link (make sure to include location, directions, dates, times, contact person with cell phone for day of event, dress code, drink specials and cost, if any)
- (12) **Press Releases and Marketing:** If it is a good event, you might want to send info to papers

----- 2 weeks prior to event -----

- (13) **Second Detail Assessment and Critical Analysis:** Do I need anything else? Have I done everything that needs to be done prior to the event? Do I have enough people signed-up? If not, who might be interested? (Contact a VP or President if necessary) Will I be able to pull off the event if it were to happen in two days? If not, what else needs to be done?
- (14) **Confirm Location:** More important than you think because they might have screwed up. Also, this is a good time to find out who your contact person will be once you arrive.
- (15) **Follow up with weekly e-mail:** make sure info going out to the group is correct and that if there needs to be changes, additional directions or info that it is added.

----- 1 week prior to event -----

- (16) **Personal Reminders:** You may want to remind people when you see them at the meeting or an event if they had signed up to do it. You can also continue to recruit people to come out to the project. Sell it to them so that they want to come.
- (17) **COMM Night:** You need to think about calling everyone to give them a reminder one or two days before the event. If your list is large, you will need to think about getting people to help you call. Don't wait until the last minute to find help b/c most people won't be able to assist on short notice.

----- two days prior to event -----

- (18) **Final Check for materials needed:** Do you have banners? A camera? Sign-in sheets? Fish bowl for a business card drop? A radio? Batteries? Ice? If not, who is going to get them and how are they going to be picked up? Don't wait until last second to figure this out because if you need a banner for a Saturday project and the President is going out of town on Friday morning, you may have no banner if you figure this out on Friday. Maybe one more call to my committee or helpers.
- (19) **Day of Event Details:** What time am I going to get there? Who can also get there early in case I get lost? What is the schedule of activities? Make sure things run smoothly!

----- day of event -----

- (20) **Act like the host:** This is your project so make sure things are running as planned

----- within one week after event -----

- (21) **Photos for website and for paper:** get them to the webmaster, e-mail local papers w/ photo
- (22) **Evaluation and Feedback:** think about what could be improved and ask others for opinions