

Goal 3: _____

Measurement of Goal: _____

Project Management

	<u>Name</u>	<u>Phone/Fax/e-mail</u>
Chairperson/Main POC:	_____	_____
Sponsorship Office:	_____	_____
Installation Support	_____	_____
Volunteers:	_____	_____
Publicity:	_____	_____
Program/Entertainment:	_____	_____
Documentation:	_____	_____
Other:	_____	_____
Other:	_____	_____

Project Start Date: _____

Meeting Schedule: _____

Documentation

On-Site Photography: _____

On-Site Videography: _____

Key Items to Track (Ticket Sales, Concession Sales, etc.)

Item		How to Track
_____	1	_____
_____	2	_____
_____	3	_____
_____	4	_____
_____	5	_____
_____	6	_____
_____	7	_____