

MVHS Student Council Project Planning Form

Name of Project: _____

Committee Chair: _____ Committee Advisor: _____

Overall Goal of the Project: _____

Date, time, location of project: _____

Purpose of Project: Tradition Social Service Spirit Fundraiser Other

Description of the project:

List 3 goals you want to achieve with this project.

1. _____
2. _____
3. _____

Checklist: Do you need any of the following? If so, describe to the side or attach a separate sheet.

- | | |
|--|---|
| <input type="checkbox"/> Administrative Approval | <input type="checkbox"/> Prizes |
| <input type="checkbox"/> Master Calendar Request | <input type="checkbox"/> Audio/visual equipment |
| <input type="checkbox"/> Facility/Room Request | <input type="checkbox"/> Set-up / clean-up crew |
| <input type="checkbox"/> Custodial Arrangements | <input type="checkbox"/> Decorations |
| <input type="checkbox"/> Tickets | <input type="checkbox"/> Workday(s) |
| <input type="checkbox"/> Cash Box | <input type="checkbox"/> Refreshments |
| <input type="checkbox"/> Chaperones / Security | <input type="checkbox"/> Printed Program |
| <input type="checkbox"/> Judges | <input type="checkbox"/> Other |

Publicity: What types of publicity do you need? (See Public Relations Committee for specific publicity form.)

- | | | |
|--|--|--|
| <input type="checkbox"/> Posters | <input type="checkbox"/> Website Item | <input type="checkbox"/> MVHS News commercial |
| <input type="checkbox"/> PA Announcements (AM) | <input type="checkbox"/> Email | <input type="checkbox"/> Twitter/Facebook/YouTube item |
| <input type="checkbox"/> Fliers | <input type="checkbox"/> Bulletin boards | <input type="checkbox"/> Other: _____ |

