

PROJECT BRIEF – Fundraiser or Community Service (circle one)

<b>Date</b>	Date of proposed event:
<b>Location</b>	Location of proposed event:
<b>Project Description</b>	Brief description (including charity beneficiary if any):
<b>Project Manager</b>	Person responsible for planning and executing the project:
<b>Project team members</b>	
<b>Key Tasks &amp; Planning notes</b>	•
<b>Budget Estimate</b>	Budget spend total = \$ Budget income total = \$ Projected profit = \$
<b>For Service Only Projects</b>	Details of community benefit provided:
<b>Repeat project? Y/N</b>	<b>Is a Risk assessment required? Y/N</b>

Signed by project nominator: \_\_\_\_\_

Date: \_\_\_\_\_

Signed accepted by board: \_\_\_\_\_

Date: \_\_\_\_\_