Project Plan Questions
Use this document to prepare your responses to the questions covered in the online Project Plan Form.

Page 1: CONTACT INFORMATION
Provide all the details we will need about you and your organization.

Your Affiliation:
- A BC-Chartered Club whose name appears on the roster of clubs
- A recognized Program
- You are organizing an official Bellevue College sponsored event

Your Club or Program Name
Choose from a list or fill in your name if it does not appear on the list

Name of Club or Program Advisor

Advisor’s Email Address

Your Name

Your Email Address

Your Phone Number

Page 2: PROJECT INFORMATION & SUMMARY
Use this section to tell us what your project is about and why it is important.

Title of Project

Project Type (select one)
- Cultural
- Educational
- Social
- Travel
- Fundraiser

Does this Project Involve Travel (Yes/No)?

If Yes:
Travel Information – Departure Date, Arrival Date, Destination

Travel Reminder -- Please make an appointment with Chris Stoynov to discuss your travel plans as soon as you submit this project plan. Email Chris Stoynov
Is this a multi-day event (Yes/No)?

Day and Date Information (add separate lines for additional dates and/or locations)
Desired Date  Desired Location  Time of Event  Setup Time  Cleanup Time

Anticipated Number of Attendees

Project summary
Describe the project in less than 500 words.

PAGE 3: PROJECT OUTCOMES (GOALS)

What tangible outcome do you hope to achieve with this project?
For example, number of attendees, amount of funds raised, number of meals served, etc.

What do you hope your audience will gain from this project?

What does your group hope to gain in carrying out this project?
For example, build project management skills, build teamwork, garner recognition, etc.

PAGE 4: RISKS

Risks
Please describe any risks that your project might involve.

PAGE 5: EQUIPMENT & SUPPORT
This section captures the equipment you need, along with any special personnel.

Do you require any Equipment or Resources? (Yes/No)

Do you require a Media Cart? (Yes/No)

Media Cart -- The standard media cart comes with a PC, Internet connection, projector, and small PC speakers. If you need additional options, select them below. Note that Mac adapters are NOT stocked, so you'll need to bring your own.

Standard Media Cart
PA system
Wired microphone on a stand
Wireless microphone
Standing screen
iPod dock
VGA cords (for PCs)
Number of microphones needed:

Do you need the Stage? (cafeteria only – Yes/No)

Number of Tables Needed
Two chairs are provided with each table requested

BC Personnel Needed:
- Custodial services
- Food services porter
- BC Security Officers
- Sound technician
- Theater technician
- Other:

Are you using the help of a community partner?
If so, provide their name or organization.

Do you need Advertising? (Yes/No)

Link to Publicity request
You can download the publicity request from this page

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PAGE 6: COMMUNICATIONS
Use this section to tell us who you have been working with to develop this project.

If you met with a Student Programs staff member about this project, provide their name below:

When did you meet?

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PAGE 7: BUDGET, COSTS & CALCULATIONS

Does this activity incur costs? (Yes/No)

Budget number you are using

Facility Rental Cost:

Equipment Cost:

BC Personnel Costs:
BC Catering staff, Security officers, Theater technician, etc. as selected in Step 5 of this form

Food/BC Catering Costs:
Travel (Hotel & transportation costs):

Performers & Entertainment costs:

Supply Costs:

Registration Costs/Fees:

Printing & Advertising Costs:
Any activities using S&A funds must be advertised and open to all students.

Estimated cost of your event:

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**PAGE 8: FUNDING INFORMATION**

Are you requesting funds from ASG to supplement this project? (Yes/No)

Check your club/program funds:
To check your club or program funds, visit our Organizations page and navigate to your club or program through the Student-led Programs or Student-run Clubs link. You'll find a link to "View Current Budget Information."

Current funds available in your club/program account:
You can find your group's page on our Website, above. From there, follow the link to your group’s budget information.

Funds anticipated from your own fundraising.

Date you submitted funding request to ASG.

Amount requested from ASG.

Estimated Total
An estimate of the total adding your current funds, plus fundraising or supplemental funds.

Difference
Estimated revenue minus estimated cost of event.

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**PAGE 9: PROJECT TEAM**
Use this section to describe the assignments your team members have for carrying out the event.

Are you the main point of contact for this project? (Yes/No)

List the primary contact for this project.
Who is responsible for turning in Planning forms and organizing resources?
Name, Email address

Who is responsible for Marketing & Communications?
Name, Email address

List the people who will be setting up the event
Name(s), Email address(es)

List the people who will be cleaning up the event
Name(s), Email address(es)

Who will be turning in funds and receipts after the event is completed?
Name, Email address

Who will give the project wrap-up after the event?
Whenever you request and receive funds from ASG, you need to present a summary of the event at an ASG Board meeting. In addition, all activities require completion of an evaluation form.
Name, Email address

Upload any related files.