



## Hendricks Symphonic Society Project Planning Guide

**Project Title** \_\_\_\_\_

**Event Coordinator** \_\_\_\_\_

- 1. Objective:** What is our objective/project/goal?
- 2. Mission Driven:** How does this project fit within our mission and/or long range plan?
- 3. Staffing:** What staff/manpower does this project require?
- 4. When:** What are the dates or time constraints to accomplish this project?
- 5. How:** What methodology will be used to accomplish our goal?
- 6. Budget:** What is the cost and expected profit from this project?
- 7. Umbrella:** What support/permission do we need to accomplish our goal and what kind of promotion does this project require?
- 8. Cross pollination (interaction):** How does our project affect others both within and outside of HSS?
- 9. Assistance:** Where will we go for expertise and assistance?
- 10. Final Report:** A final report (including financial data) is expected at the board meeting after the project, and if the figures are incomplete, a preliminary report is expected with a final report at the next board meeting.