

# Rotary Club of Beavercreek

## Project Chairman's Worksheet

### Planning

- Receive direction from the Beavercreek Rotary Board. (if required)
- Establish a budget and approval from the board. (if required)
- Establish committee members.
- Solicit volunteers.

### Execution

- Publish schedule for the event.  
Project/Event Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Date/Time: \_\_\_\_\_

### Follow Up

- Submit receipts to treasurer for payment.
- Submit list of committee members and participants to Paul Harris Award Dollar Coordinator.  
Participants: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Attach sheet if necessary)

- Report to club membership on success of the event.
- Make note of any problems or areas for improvement for next chairperson.

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- Record all points of contact.
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- Comments:  
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