

AAS PROJECT CHECKLIST

Task	Completed
What is the end goal of this project?	
What kind of project category does this fall under?	
Where will the event be held?	
What financial resources are needed?	
How far in advance do members need to sign up? What is the recommended number of participants?	
How long is the total project expected to run?	
Are there date/time conflicts with other major events?	
What transportation is needed?	
Is all equipment available?	
Has PA been contacted?	
What environmental considerations are there?	
What safety considerations are there?	
What kind of set-up/break-down is needed?	
Are all contacts listed for continuity purposes?	

*These are general starting points. Checklists should be individualized for each project with specific questions/information, then included in continuity.