

ROTARY CLUB OF SUMMERLAND
Committee / Project Reference Sheet

Name of Committee / Project:

Chairperson:

Committee Members:

**Brief Description of the
Event / Project:**

Budget Available:

\$ _____ (confirm with Club Treasurer)

Date of Event / Project:

Location / Venue:

Key people to contact:

(or attach schedule)

Name: _____

Business/Organization: _____

Phone: _____

Email: _____

Name: _____

Business/Organization: _____

Phone: _____

Email: _____

Name: _____

Business/Organization: _____

Phone: _____

Email: _____

Event Planning Guidelines

(attach schedule as required)

Date	Action Steps	Who is responsible	Resources required	Budget / Cost
1.				
2.				
3.				
4.				
5.				

Estimated Revenues: \$ _____

Estimated Expenses: \$ _____

Suggestions for future committee:

General Comments:

Please give a copy to the Club Secretary at completion of the Event / Project.