

# PROJECT CHECK LIST

(CAN BE USED WITH PROJECT BUDGET REPORT)

NAME and explanation of project \_\_\_\_\_

LOCATION- \_\_\_\_\_

	<u>NEED</u>	<u>HAVE</u>
LIQUOR PERMIT	<input type="checkbox"/>	<input type="checkbox"/>
LIQUOR	<input type="checkbox"/>	<input type="checkbox"/>
MIX	<input type="checkbox"/>	<input type="checkbox"/>
ICE	<input type="checkbox"/>	<input type="checkbox"/>
GLASSES, ETC.	<input type="checkbox"/>	<input type="checkbox"/>
PAPER TOWELS	<input type="checkbox"/>	<input type="checkbox"/>
COOKING ITEMS	<input type="checkbox"/>	<input type="checkbox"/>
FOOD	<input type="checkbox"/>	<input type="checkbox"/>
DECORATIONS	<input type="checkbox"/>	<input type="checkbox"/>
TABLES, CHAIRS	<input type="checkbox"/>	<input type="checkbox"/>
TENTS	<input type="checkbox"/>	<input type="checkbox"/>
EVENT TICKETS	<input type="checkbox"/>	<input type="checkbox"/>
BAR TICKETS	<input type="checkbox"/>	<input type="checkbox"/>
DRAW TICKETS	<input type="checkbox"/>	<input type="checkbox"/>
50/50 TICKETS	<input type="checkbox"/>	<input type="checkbox"/>
SIGNS	<input type="checkbox"/>	<input type="checkbox"/>
POSTERS	<input type="checkbox"/>	<input type="checkbox"/>
DONATIONS	<input type="checkbox"/>	<input type="checkbox"/>
PRIZES	<input type="checkbox"/>	<input type="checkbox"/>
SECURITY	<input type="checkbox"/>	<input type="checkbox"/>
BUILDING MATERIAL	<input type="checkbox"/>	<input type="checkbox"/>
PARKING	<input type="checkbox"/>	<input type="checkbox"/>
FUEL	<input type="checkbox"/>	<input type="checkbox"/>
SPECIAL ITEMS	<input type="checkbox"/>	<input type="checkbox"/>
TRANSPORTATION	<input type="checkbox"/>	<input type="checkbox"/>
TOOLS	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>