

# *Beaufort Rotary Committee Project/Event Checklist*



This cover sheet is provided as a reminder regarding the preparation, execution, and closing events that should occur in the life of a successful event. By no means is it a check on your performance or integrity but is solely meant to serve as an aid to your preparation, a checklist to ensure that the requisite club members/supporting committees are providing you the support you may need and to ensure that the items the club needs to maintain the after action documents are provided. In short, this checklist is to help you and also provide a means of increasing club participation and awareness of our activities.

## Pre Project/Event Actions:

1. Ensure the [Sgt@Arms](mailto:Sgt@Arms) announces the requisite information for your Project/Event at least 4 weeks prior to the Project/Event
2. Ensure the Community Committee contacts you regarding signage, work aprons, etc. at least two weeks prior to the Project/Event
3. Ensure the Membership Committee contacts you regarding new member participation at least three weeks prior to the Project/Event. (new members should have work priority if possible).
4. Ensure the Public Image Committee contacts you at least two weeks prior to the Project/Event to coordinate requisite photos and media coverage as needed.
5. Ensure the Treasurer contacts you regarding the safe keeping of funds and their return.

## Project Event/Actions

1. Ensure the membership committee contacts you during the event to account for the new members who are participating.
2. Send the requisite photos to the Public Image Committee via text if desirable.
3. If more posters, aprons, etc are needed during the event contact the Community Committee.

## Post Project/Event Actions

1. Return all materials, if applicable, to the Community Committee
2. Complete the attached After Action Report and return it to the Continuity Committee or complete the form on line at the club website. <https://www.beaufortrotarysc.org/>
3. Return all monies, receipts, etc to the club Treasurer.