

# Project Master Plan Worksheet

Use this form to help you plan your service project.

Nonprofit Partner: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Time: \_\_\_\_\_

## Contacts

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	HP	Nonprofit Partner	Other
Name:	_____	_____	_____
Phone:	_____	_____	_____
e-mail:	_____	_____	_____

If you will be using Task Leaders to lead smaller groups of volunteers during your project, note their contact information here:

	Task Leader 1	Task Leader 2	Task Leader 3
Name:	_____	_____	_____
Phone:	_____	_____	_____
e-mail:	_____	_____	_____

  

	Task Leader 4	Task Leader 5	Task Leader 6
Name:	_____	_____	_____
Phone:	_____	_____	_____
e-mail:	_____	_____	_____

## Project Details

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Briefly describe the project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Is prep work needed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is needed? \_\_\_\_\_

Who will do the prep work? \_\_\_\_\_

Is this a one-day project? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, when will it continue? \_\_\_\_\_

### Contingency Plans

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Briefly describe back-up projects: \_\_\_\_\_

How can this project (or parts of the project) proceed in the event of inclement weather?

Are other events or projects occurring on-site that day? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is the impact on this project? \_\_\_\_\_

### Safety

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Emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Briefly describe safety/emergency plan: \_\_\_\_\_

### Volunteer Information

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# Volunteers needed: \_\_\_\_\_ Minimum age: \_\_\_\_\_

Things to bring or wear: \_\_\_\_\_

Are food and beverages provided? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who will provide? \_\_\_\_\_

Does the project site have restroom facilities?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, describe alternative: \_\_\_\_\_

Is the project site accessible for persons with disabilities?

Yes \_\_\_\_\_ No \_\_\_\_\_

How will volunteers pre-register? \_\_\_\_\_

Whom should volunteers contact with questions before the event? \_\_\_\_\_

Provide detailed driving/public transit directions to the project site: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What time should volunteers arrive? \_\_\_\_\_

Where should volunteers park? \_\_\_\_\_

Other: \_\_\_\_\_

Location for Registration: \_\_\_\_\_

Location for Opening/Closing: \_\_\_\_\_

Where can we hang a banner? Other signage \_\_\_\_\_

What is the estimated budget? \_\_\_\_\_

Special Requirements: \_\_\_\_\_