



# Project Plan

Rugby Club	<input type="text"/>	Project Name	<input type="text"/>
Overall Leader	<input type="text"/>		
Communications Manager	<input type="text"/>	Materials Manager	<input type="text"/>
Volunteer Co-ordinator	<input type="text"/>	Volunteers & Task Allocation	<input type="text"/>

**Materials** *List items to be purchased. Where will these be stored before the event?*

**Equipment** *List items hired/borrowed with names and contact numbers of providers.*

**Finance** *Additional sponsorship/donations. Have further donations been secured and how are they being used?*

**Catering** *List items to be purchased and where these will be stored/served from.*

**Health & Safety** *Carry out a full risk assessment. First Aider – confirm assistance for the event.*



## Marketing

*Adverts and Editorials in local papers. Communications to members – emails/newsletters. Posters around Club. Website Communications.*

## PR & Media

*Media Contacts and attendance on the day. Photographer/camera for the day.*

## Timings

08:30

09:30

10:00

12:30

18:00

18:30

## Tidy Up

*Clean up, throw out rubbish and return tools and equipment.*

## PR & Media

*Team de-brief – What worked and what didn't work so well?*

*Thank you letters to supporters  
& volunteers*

*Questionnaire to volunteers*

*Complete Project Report*

