

## **PROJECT FILE CHECKLIST**

The purpose of the project file is to keep all information of each project properly for record and for future reference. This will also facilitate projects of similar kind to run more effectively and smoothly.

The project file is recommended to be completed within **45 days** from completion date of the project. Below is a checklist recommended for your easy reference:

### **Administration**

- Agenda and Minutes of Organization Committee Meetings
- Evaluation Meeting report and suggestions to the project
- Organization chart of Organization Committee
- Organization Committee contact list
- Invitation letter to GOH, Patron and other guests
- Thank you letter

### **Survey and Analysis**

- Contact information of potential sponsors (company name, contact person, position, contact no., email address, nature of business)
- Contact information of media (company name, contact person, department, contact no., email address, contact of which event)
- Contact information of speakers (company name, contact person, contact no., email address, correspondence address)
- Reference materials on the subject
- Press clippings

### **Planning**

- Project Proposal
- Originality (background, objective)
- Proposed time schedule of events
- Working schedule

**Finance**

- Proposed Budget
- Income and Expenditure Statement
- Cashflow Statement
- List of sponsors
- Quotation and invoice
- Original copies of all receipts and claim forms

**Promotion**

- Press Release (pre and post event)
- Invitation Letters to media and guests
- Promotional ratio or TV interview and broadcast (tape, CD-ROM to be enclosed)
- Press Clippings
- All printed materials (eg. Circular, poster, pamphlet, program rundown, etc.)

**Logistics**

- Material checklist
- Program rundown
- Event photos
- Banner
- Trophies design
- Vendors contact list

**Participation (with full name listed out)**

- Attendance of NOM
- Attendance of LOM
- Attendance of hosting Chapter
- Attendance of guests

**Miscellaneous**

- Incoming and outing mails
- Bio of GOH and speaker