

# PROJECT PLANNING PACKET

## Step 1:

Get the commitment of the entire Assembly: adult advisors, parents, and girls! A big project involves everyone. Smaller projects might be managed with one advisor and a few girls. The bigger the project, the further ahead you must plan. You should allow at least 3 months or more for a large project.

## Step 2:

Secure a date and a location. Do this first in case your Masonic Center is not available. Consider a church, community hall, place of business, or even someone's home.

## Step 3:

Appoint a committee. Each committee needs at least one adult advisor and a committee chairperson. Girls can work on more than one committee. See included chairperson job descriptions, and assign your chairpersons!!

## Step 4:

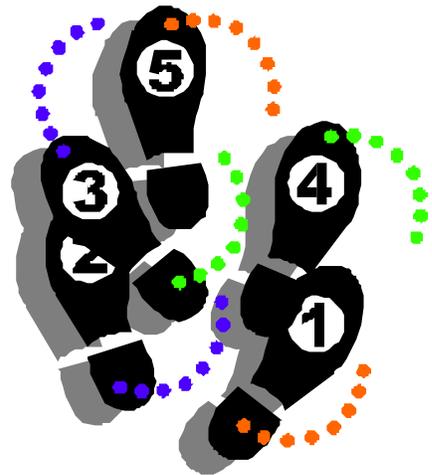
Encourage girls and adults to visit the location ahead of time to get a feel for the setup needed.

## Step 5:

Make this project FUN! Remember to support each member of the team. Be flexible and think positively!

## Step 6:

Encourage each other to celebrate and relax when all is done! You deserve it!! Send thank you notes to any person or group that helped with any aspect of the project.



# PROJECT PLANNING WORKSHEET

**Project:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Supplies/Materials Needed:** \_\_\_\_\_

\_\_\_\_\_

**How many girls?** \_\_\_\_\_ **How many adults?** \_\_\_\_\_



Plan how and when each task needs to be completed:

<p><b>4 Months in Advance:</b></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p>
<p><b>1 Month in Advance:</b></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p>
<p><b>1 Week in Advance:</b></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p>
<p><b>Day of Event:</b></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p>
<p>Complete Project Evaluation On Back: Did the project go well? Did it fulfill its purpose? What things went well? What things did not go well? What changes would you make for the next time?</p>	

## Project/Event Chairperson Job Description

This is a job of coordinating. It is your job to identify and select girls to chair various jobs and serve as committee members. It is also your job to monitor and support the chair people and committee members to make sure the work is being completed. Work closely with the Worthy Advisor and Mother Advisor. Specifically you should:

- Give a copy of the job description to each girl that is selected to chair a job.
- Determine early in the project when the committee meetings will be and where. To avoid confusion, try to have them at the same time and place (weekly, monthly, etc.)
- With the other chair people and committee members, determine the program. Brainstorming (where everyone makes as many suggestions as they can think of and then the best ideas are taken from that list) is a good way to get going!
- Use the Project Planning Worksheet found in this set of materials to assist you.
- Assist in any way necessary to keep good communication flowing between the committees.
- Make sure you follow-through with commitments you make! Remember that you are setting an example for your committee to follow!
- Follow-up with committees after the project to give them praise for the good work that they did on behalf of the Assembly.
- Evaluate the project. Make notes of hints and suggestions for next time.

### NOTES:

Who are your chair people?: \_\_\_\_\_

\_\_\_\_\_

Where will your meetings take place and when?: \_\_\_\_\_

Brainstorming ideas: \_\_\_\_\_

\_\_\_\_\_

How will you communicate with your committee members: \_\_\_\_\_

What supplies will you need?: \_\_\_\_\_

\_\_\_\_\_

What are YOUR commitments to the project?: \_\_\_\_\_

\_\_\_\_\_

How will you thank your committee members (whether the project succeeded or failed)?

\_\_\_\_\_

Evaluate your project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Publicity Chairperson Job Description

- Decide how best to publicize your project. If you are inviting the general public to a fundraising or community service activity, then fliers, posters and press releases make sense. Many schools, churches and other public meeting places will allow pre-approved fliers to be posted. Always check with the person in charge of those places **BEFORE** posting a flier!
- Mailing invitations would probably be the way to go for events like parties, Ice Cream Socials, Mother's Day Teas, Installations, and Official Visits. Don't forget to invite other nearby Assemblies and Masonic groups to your activity.
- Look at local television and radio stations for public service announcement spots. Provide a press release to your local newspaper. For samples of press releases and how to put them to work for your activity, see the chapter on "Marketing Your Assembly" in the *RU: Supporting Membership* manual.

### NOTES:

Who else is on your committee?: \_\_\_\_\_

How will you publicize this project?: \_\_\_\_\_

Who will create the fliers, posters, and/or invitations and how many will be sent out?: \_\_\_\_\_

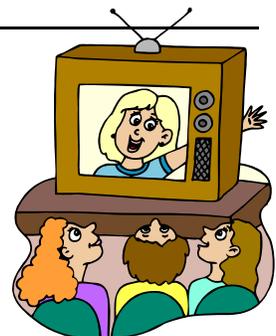
To whom will you be sending these invitations?: \_\_\_\_\_

What other forms of publicity might you use?: \_\_\_\_\_

Would it be beneficial to have an introductory speech explaining Rainbow? If so, what topics will be covered?: \_\_\_\_\_

Do you need an adult to speak and, if so, what topics will be covered? \_\_\_\_\_

What supplies will you need (i.e. TV, Rainbow video, brochures, etc.)?: \_\_\_\_\_



## Ticket Sales/Hostess Chairperson Job Description

- If there is going to be a charge for the project, meet with the other committees to get a feel for the cost involved and set a ticket price. Should there be no ticket sales, it is still necessary to work up a project cost sheet so that the Assembly will know how much money will be allotted (if any).
- Begin ticket sales at least 1 month in advance. Encourage the girls to sell a set number of tickets. Decide whether or not you will let people pick up and buy tickets at the door.
- Determine when the money will be collected and by whom.
- On the day of the event you will need two people to take and/or sell tickets at the door. These people will also be responsible for directing people to where the activity is taking place, as well as providing other important information (e.g., restroom locations). They should be a welcoming presence and make a good impression for your Assembly.

### NOTES:

Who else is on your committee?: \_\_\_\_\_

\_\_\_\_\_

Will you need tickets for this event? If so, who will print them and how many will be needed? \_\_\_\_\_

\_\_\_\_\_

What else will this Chairperson, as Hostess, be responsible for providing to this project?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Food/Meals Chairperson Job Description

- If there is going to be food at your event, you must determine the kind of food. Simple is good and volume warehouse stores can provide large quantities of easy to cook and serve meals, often at a reasonable cost.
- Determine who will be buying the food, cooking the food and serving the food. Provide them with clear instructions as to what will be going on the day of the event and how far in advance they need to arrive. If you are selling or providing food at a booth in a public place check with your City and State ordinances concerning requirements for food workers, especially those for minors.
- Cleanliness in the food preparation area is a must. Make sure all the people who will be near the food follow sanitary procedures.
- Make a determination whether or not you will deal with any special dietary requirements (i.e. vegetarian, peanut allergy, etc.).

### NOTES:

What time of the day will you be eating?: \_\_\_\_\_

What are the food plans for this project?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who is on your committee?: \_\_\_\_\_

\_\_\_\_\_

Who will be buying the food?: \_\_\_\_\_

Who will be cooking or preparing the food?: \_\_\_\_\_

Who will be serving the food?: \_\_\_\_\_



## Decorations Chairperson Job Description

- Look at the site where the event will be held and determine what decorations would be appropriate and necessary. Note any restrictions (e.g., no tape on the walls, etc.) that the site might require.
- Together with the heads of the other committees, determine a theme and colors and where decorations are to be used. This might be inside the event, as well as outside, to create a mood.
- One idea, to help fund the event, is to have decorations that can be sold after the event.
- You will probably need to have several work sessions to complete the decorations. Make sure you have all the materials you need prior to the workshop.
- Arrange to get into the facility at least 1½ hours ahead to set up your decorations.

### NOTES:

What are the theme and colors for this event?: \_\_\_\_\_

Are there any site restrictions?: \_\_\_\_\_

What areas will you decorate?: \_\_\_\_\_

List of supplies needed: \_\_\_\_\_

Who is on your committee?: \_\_\_\_\_



## Set-Up Chairperson Job Description

- Depending on the timing and availability of the site, it might be a good idea to do some basic set up the day or evening before.
- With the location site, arrange for any keys, security and janitorial needs that might be required.
- If you have to move furniture and equipment, make clear notes of how the site was set up before you arrived. You might even take Polaroid or digital pictures to help you remember.
- Arrange for any paraphernalia that might be required such as tablecloths, tables, chairs, podiums, stages, lighting, sound set up, CD players, computers, printers, etc. Make arrangements for how they will be returned.
- Get clear written lists of needs from other committee chairs.
- Arrange for people to help set up. Tell them what time you want them to come and help. Don't forget that parents are a good source of help when notified in advance!

### NOTES:

What paraphernalia will you need for this event?: \_\_\_\_\_

\_\_\_\_\_

What items do your other committee chair people need?: \_\_\_\_\_

\_\_\_\_\_

How and from whom will you obtain the equipment?: \_\_\_\_\_

\_\_\_\_\_

What time will set up begin?: \_\_\_\_\_

Who else is on your committee?: \_\_\_\_\_

\_\_\_\_\_



## Clean-Up Chairperson Job Description

It's always more fun to plan and set up an event than to clean up. That is why you must arrange for people to help clean up. Ideally, this would be a different group of folks from those that set up; this, however, may not be possible. If everyone stays to help clean up, it will go very quickly.

- Make sure you have a clear understanding of how the site was originally set up. Work closely with the set-up committee.
- Return any furniture and equipment that were moved to their original locations.
- Make sure the site is left as clean as required, or cleaner than you found it.

### NOTES:

Who is on your committee?: \_\_\_\_\_

\_\_\_\_\_

What special things must be returned to their original locations?: \_\_\_\_\_

\_\_\_\_\_



## Entertainment/Music Chairperson Job Description

- Determine if music or entertainment will be provided.
- You can use something as simple as a portable CD or tape player boom box or get as elaborate as having musicians or a disc jockey provide music for an event.
- Your own members and other Masonic groups might know of musical groups and local entertainers who might be available.
- Preview the music and/or entertainment to make sure it is appropriate for all age groups.
- Arrange with the Set-Up Chairperson where the musicians/disc jockey will be located and notify the musicians ahead of time. Arrange for any practice time necessary with the site and the other committee members.

### NOTES:

If you decide to have entertainment, what will it be?: \_\_\_\_\_

Who will be providing the entertainment?: \_\_\_\_\_

What time will the entertainment start and end?: \_\_\_\_\_

Is there a fee and, if so, how much?: \_\_\_\_\_

Who is on your committee?: \_\_\_\_\_



## Programs Chairperson Job Description

A nice touch at an event is to give out a program, as long as it is within your budget.

- Determine ahead of time what the cover of the program will look like, taking care to have it complement the overall theme and decorations.
- Decide if you are going to have the program professionally printed or if someone has access to a photocopier machine. Wonderful programs can be created on personal computers using clip art and choosing fun fonts. If not done professionally, make sure to have people to help cut, fold and assemble the programs in advance.
- Work with the chairpersons and other committees to get the names of people and program items that need to be published. Have at least two people proofread the program for spelling errors and to make sure names are correct before printing.
- If possible, get a list of those who have helped plan the event and those who made donations of equipment or goods. Include a 'THANK YOU' list in the program. The committee chairperson may also want to include a brief welcome in the program.
- Determine who or how the programs will be distributed. Programs can be given by the ticket takers or handed out just prior to people sitting down.

### NOTES:

Will this project require programs, and if so, how many?: \_\_\_\_\_

Who will design the programs?: \_\_\_\_\_

Who will proofread the programs?: \_\_\_\_\_

How will the programs be printed?: \_\_\_\_\_

What date will the programs be completed?: \_\_\_\_\_

Who is on your committee?: \_\_\_\_\_



## Miscellaneous Chairperson Job Description

The specific nature of your event will determine what additional jobs there might be.

- If you were having a prize drawing, for example, you would need a chairperson to secure door prize donations.
- If you were doing a fashion show, you would need a model and dress procurement chairperson to locate stores who will be willing to donate dresses, etc.

### NOTES:

What other committees do you need for this project?: \_\_\_\_\_

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