The Vision & The Nitty Gritty

Name of program:

Purpose of program (what is the need that you are addressing?):

Who is your audience? How will you reach them/engage them? (what do they want?):

How do you define success?

Date that program will begin/happen:

Materials that we need:

Information that we need:

Point person for this project:

Who will do what --- Name, Task and Due date:

     1.

     2.

     3.

     4.

     5.

What we need help with from Professional Staff: