

MAC PROJECT REQUEST FORM DISTRIBUTION & PROCESS CHECKLIST
To be completed by all in-house or outside projects and events promoted by/or affiliated w/MAC

PROJECT NAME: _____ DATE: _____

PROJECT MANAGER (PM)

**Designated contact liaison with Events Coordinator and committee/group requesting project.
Responsible contact for project from inception to completion**

Project Manager's name/contact information: _____

- Submits proposal to EC
- Completes project/event evaluation (see reverse) at end of project, forward/give to to EC

EVENTS COORDINATOR (EC)

Responsible for receiving, distributing and notifying as appropriate: 1) Project Manager of status, 2) Board of accepted proposals without budget, 3) Board of proposals with budget, 4) Internal Communications of approved projects. EC completes process evaluation and maintains Project Notebook containing completed project form, project (PM) and process (EC) evaluations

- Rejects proposal
- Notifies PM with reason: _____

- _____
- Accepts without budget
- Notifies: PM, BOD, IC

- Proposal with budget
- Sends to BOD

Signed (EC): _____ Date: _____

- Completes EC evaluation
- Files project form, PM and EC evaluations in Project Notebook for future reference

BOARD (BOD)
Reviews project budget

- Rejects project budget
- Notifies EC with reason: _____

(EC communicates decision to PM)

- Approves project budget

Signed (BOD): _____ Date: _____

- Notifies EC - (EC notifies PM. IC)

INTERNAL COMMUNICATION (IC)
IC disseminates information received from EC

- Lists on MAC calendar
- Notifies membership
- Sends information to Web Master

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PM EVALUATION

Evaluate the project, what worked well, suggestions for improvement, overall member and/or public response/comments (attach additional sheet if necessary)

Signed (PM): _____ Date: _____

EC Evaluation

Evaluate the process (not project), what worked well, needs improvements and/or suggestions for future reference (attach additional sheet if necessary)

Signed (EC): _____ Date: _____