

PROJECT PLANNING GUIDE

Title of Function

Date/Time

Description

Location

Unit / FRG Hosted

Budget – Proposed

Source:

Total:

Source:

Total:

Budget – Actual

Total:

Attendance - Expected

Attendance – Actual

**Volunteer Participation -
Estimated**

**Volunteer Participation -
Actual**

Actual Participation Hours

Total Volunteer Hours

Total FACC Hours

Unit Hours

PROJECT PLANNING GUIDE

Facility Support Required

Facility POC

Transportation Support

Lodging/Travel

Outside Agency

Coordination Meetings
Location/Time

Additional Resources

After Action Comments