

SAMPLE PROJECT CHECKLIST

Pamphlet Portion		
Item	Date Projected	Completed ✓
Cover has the title, image, and your name		
Description of your cause (minimum 10 sentences)		
List 3–5 important facts		
Map of where this is occurring		
Demographics of who/what is impacted		
Minimum of 3 images in your brochure		
Contact information (websites, telephone numbers)		
Upcoming events (celebrations, day, movie, anniversary date, races, etc.)		
Pamphlet is attractive and well organized		
Correct spelling and grammar		

Figure 1.9

