

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

**Date and Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Partner Organization:** \_\_\_\_\_

**Contact Name and Phone Number:** \_\_\_\_\_

**Project Description:**

**Supplies Needed (need to bring/ need to buy):**

**Additional Logistics (transportation plans, clothing requirements, etc.):**

**Expected Participants:**