

<b>Arts Project Planner</b>	
<b>Name of project</b>	
<b>Contact details for people involved</b>	
<b>Background – the need</b>	
<b>Project description – what you'll do &amp; why</b>	
<b>Site dimensions and photographs – if applicable</b>	
<b>Special considerations</b>	
<b>Artist recruitment</b>	
<b>Funding</b>	
<b>Timetable / milestones</b>	
<b>Evaluation</b>	
<b>Publicity</b>	