

# **4W CAAP Inc. \$**

**Who** – Who is involved in the project? (FFA members, parents, alumni, teachers, community members, etc.)

**What** – What are you doing? (What needs to be ordered? What is on the agenda? What details are involved in executing the project? etc.)

**Where** – Where will the project take place?

**When** – When will it happen? When is it due?

**Community** – How is the community involved in the project? What role will the community have in the project?

**Alumni** – How is the alumni involved and what role will they have?

**Application** – What application in the FFA will this project apply to?

**Public Relations** – What should be done to publicize about the event?

**In Charge** – Who is in charge of the event?

**\$ (Budget)** – How much will the event cost? How much will you charge?