**Quiet Phase Checklist *(application – prior to project launch):***

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| --- | --- | --- |
| **Action Item** | **Responsible Team Member** | **Date Completed** |
| Project Description |  |  |
| Project Images (Tile photo, donation page image, photos for social media) |  |  |
| Main Video (1-2 minutes) |  |  |
| Suggested Giving Levels and what those amounts will fund |  |  |
| Bios of up to 4 project team members |  |  |
| Put together list of names and contact information of prospective donors you will share your project with |  |  |