

What is the name of Fundraiser

---

What is the concept, reason and/or purpose

---

---

Goal of the fundraiser

---

---

---

Location

---

---

Contact for the Location

---

---

Date

---

Time Frame

---

Chairman

---

Committee members

---

---

---

---

---

Cost(s), To attend

---

---

Payment methods, Payable to \_\_\_\_\_

Check \_\_\_\_\_ PayPal \_\_\_\_\_

Cash \_\_\_\_\_ Credit card \_\_\_\_\_

# of volunteers needed \_\_\_\_\_

Volunteers assisting \_\_\_\_\_

---

---

---

Materials needed

---

---

---

---

---

Advertising plan

---

---

---

Sponsors

---

---

Budget Total \_\_\_\_\_

Facility \_\_\_\_\_

Materials \_\_\_\_\_

Advertising \_\_\_\_\_

Printed materials \_\_\_\_\_

Mailings \_\_\_\_\_

Hospitality \_\_\_\_\_

Personnel \_\_\_\_\_

Misc \_\_\_\_\_

Day of operations manager \_\_\_\_\_

Contact info \_\_\_\_\_

Who is bringing materials \_\_\_\_\_

---

Set up Time \_\_\_\_\_ Clean Up Time \_\_\_\_\_

Pack

- \_\_\_\_\_ Banners
- \_\_\_\_\_ Informative materials
- \_\_\_\_\_ Programs
- \_\_\_\_\_ Volunteer opportunities
- \_\_\_\_\_ Program needs
- \_\_\_\_\_ Business cards
- \_\_\_\_\_ Paper
- \_\_\_\_\_ Pens
- \_\_\_\_\_ Table cloths
- \_\_\_\_\_ Pictures display board

