

Fundraising Event Planning Template



FUNDRAISING EVENT PLANNING TEMPLATE

Use this handy "Master Planner" to help keep track of all the behind-the-scenes work for your event-based fundraiser!

Event: _____

Event Date: _____

Budget: _____

Fundraising Goal: (\$ figure) _____

Pre-Event Tasks

Facility Evaluation & Reservation:

Volunteer in charge: _____

Budget: _____

Deadline: _____

Site Selected: _____

Site Contact: _____

Contact Information: _____

Deposit Paid/Date: _____/_____

Paid in Full/Date: _____/_____

Additional Notes:

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Pre-Event Tasks (continued)

Marketing

Note that the VHLA can help you with this effort

Volunteer in charge: _____

E-mail Campaign Managed by: _____

VHLA Newsletter Campaign: Managed by: _____

Media/Press Release: Managed by: _____

Facebook/Twitter: Managed by: _____

Letter Campaign: Managed by: _____

Fliers/Posters: Managed by: _____

Other: Managed by: _____

Additional Notes:

Clerical & Administrative

Money Management: (get change, arrange cash boxes) _____

Overseer of Volunteers: _____

Group Leaders/Group: _____/_____

_____/_____

_____/_____

_____/_____

Additional Notes:

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Supplies

Decoration:

Budget: _____

Volunteer in charge: _____

People Assisting: _____

Additional Notes:

Food & Drinks/Refreshments:

Decoration:

Budget: _____

Volunteer in charge: _____

People Assisting: _____

Additional Notes:

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Prizes:

Budget: _____

Volunteer in charge: _____

People Assisting: _____

Additional Notes:

Games/Entertainment:

Budget: _____

Volunteer in charge: _____

People Assisting: _____

Additional Notes:

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Special Services including Permits:

Budget: _____

Volunteer in charge: _____

People Assisting: _____

Additional Notes:

Necessary Permits/Deadline for Filing: _____/_____

_____/_____

_____/_____

_____/_____

Additional Notes:

More Services: (Handicapped consideration, Music, Entertainment, DJ, etc.)

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Security:

Budget: _____

Volunteer in charge: _____

People Assisting: _____

Additional Notes:

Vendor/Services:

Budget: _____

Volunteer in charge: _____

People Assisting: _____

Additional Notes:

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Other:

Budget: _____

Volunteer in charge: _____

People Assisting: _____

Additional Notes:

Day of Event Tasks

Set-Up:

Volunteer in charge: _____

People Assisting: _____

Additional Notes:

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Event Staffing:

Volunteer in charge: _____

People Assisting: _____

Decorating: _____

Table/Chair/Furniture/Set-up: _____

Equipment Set-up: _____

Table/Booth Staffing: _____

Announcing/MC: _____

Ticket-takers/Registration Table: _____

Additional Notes:

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Day of Event Tasks (continued)

Clean-Up:

Volunteer in charge: _____

People Assisting: _____

Additional Notes:

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At-A-Glance Master Job Tracker

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