



Fundraiser Event Planning Worksheet

Name of Fundraiser: _____

Net Fundraising \$ Goal: _____

Event

Vision: _____

Goal-Setting and Planning:

Estimated Income

Type of Income	Income	Quantity	Total
Tickets	\$25 per person	50 people	\$1,250
Total:			

Estimated Expenses

Type of Expense	Cost
Food	\$100
Total:	

Total Estimated Income: \$ _____

- Total Estimated Expenses: \$ _____

Net Fundraising Goal: \$ _____

Logistics & Details:

Event Date: _____ Event Time: _____

Event Location: _____

Task	Team Member Responsible	Date Completed
Guest List	John Smith	3/15/2016

Communication Plan	Mary Jones	3/17/2016

Prep/ Day of Tasks:

Task	Team Member Responsible	Done
Pick Up Ice	Larry Barry	

Follow Up Tasks:

Task	Team Member Responsible	Done
Thank You to Guests	Everyone	

Notes: