



Fundraiser Planning Worksheet

Use this worksheet during your Officer meetings to plan upcoming fundraisers.

Event: _____

Date: _____ Time: _____ Location: _____

Objective: _____

1. Planning Team Members (name and phone #):

2. Basics:

Location: _____ Checked for availability? Yes No Who? _____

Projected attendance: _____

Projected expenses (what and how much):

Projected income: _____

Permission needed? Yes No Who? _____

Transportation arranged? Yes No What? _____



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3. Action Steps and Assignments:

WHAT:	WHEN:	WHO:

4. Materials needed:

HAT:	WHEN:	WHO:

5. Communication:

WHAT:	WHEN:	WHO:

6. Refreshments:

WHAT:	WHEN:	WHO: