



# International Partners

Empowering People on the Front Lines of Poverty

## FUNDRAISING EVENT WORKSHEET & CHECKLIST

Goal: \$ \_\_\_\_\_

Type of Event \_\_\_\_\_ Ticket price/donation\$ \_\_\_\_\_

Date \_\_\_\_\_

Location \_\_\_\_\_

location secured on \_\_\_/\_\_\_/\_\_\_ (date)

contact person \_\_\_\_\_ phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

email \_\_\_\_\_

Entertainment/Program \_\_\_\_\_

entertainment/program secured on \_\_\_/\_\_\_/\_\_\_ (date)

contact person \_\_\_\_\_ phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

email \_\_\_\_\_

### Publicity

flyers/posters ( expenses: \_\_\_\_\_ )

press release (expenses \_\_\_\_\_ )

invitation (expenses \_\_\_\_\_ )

email, list serv postings

### Other considerations:

Food/ Beverages (donated? If not, costs: \_\_\_\_\_ )

Decorations (donated? If not, costs: \_\_\_\_\_ )

Set-up (# of people needed \_\_\_\_\_ at what time \_\_\_:\_\_\_

Clean-up (# of people needed \_\_\_\_\_ at what time \_\_\_:\_\_\_

Send thank you notes

Expected gross revenue: (# of tickets x ticket price =) \_\_\_\_\_

(plus) revenue from food/ beverages, etc + \_\_\_\_\_

(equals) gross revenue = \_\_\_\_\_

(minus) anticipated expenses - \_\_\_\_\_

expected net revenue = \_\_\_\_\_

Need to sell \_\_\_\_\_ (# of tickets) x \$ \_\_\_\_\_ (price per ticket) to reach goal.