

Event Fundraising Template

1. Title of the Event: _____

2. Description of the Event: _____

3. Date and Time of the Event: _____

4. Venue of the Event: _____

5. Name of the 'Guest of Honour' of the Event: _____

6. Purpose of this fundraising Event: _____

7. Names of the Event Sponsors: _____

8. Name of the local Media partner: _____

9. Names of the Volunteers and duties assigned to them: _____

10. Benefits for the sponsors: _____

11. The potential Sponsors to be approached: _____

12. List of performances / presentations / discussion topics: _____

13. Names of the participants / speakers: _____

14. Description of the target audience: _____

