

# Event Worksheet

# Worksheet

**Use this worksheet to help you keep track of the details for your event.**

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_

Event Time \_\_\_\_\_

Event Location \_\_\_\_\_

Back-up Location (if applicable) \_\_\_\_\_

Fundraising Goal \$ \_\_\_\_\_

Estimated expenses \$ \_\_\_\_\_

How are you going to raise money?

Are you going to have an admission fee?

Will participants collect pledges ahead of time?

Are you going to fundraise online?

How many people do you expect to participate in your event?

How many volunteers are you going to need? What are their tasks going to be?

# Food and Beverages

Are you going to have food and beverages available at your event?

Are people going to have to pay for food and beverage, or is it part of the event?

What food and beverages are going to be available?

Are you using a caterer? If so, who? \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone number \_\_\_\_\_

How much is the deposit? \$ \_\_\_\_\_

When do you have to pay it? \_\_\_\_\_

Do you need refrigeration or coolers?

Do you need to cook anything?

Do you need to supply plates, napkins, utensils, cups, etc.?

Do you need garbage and recycle bins?

# Entertainment

What kind of entertainment will you have?

Will it take place during the whole event, or at a certain time?

Do you need any specific audio-visual supplies?

# Event Set-Up

Will you have decorations? If so, what:

How long will it take you to set-up?

How many helpers?

Do you need to pick any supplies up ahead of time?

When do they need to be returned?

Do you need signs directing guests or participants?

How many?

# Money

Are people going to pay for admission at the event?

How much? \$

Where will they pay?

Who will take their money?

Where and how can guests make donations at the event?

Can participants hand in their offline pledge sheets and donations at the event?