

**Fundraising Event Master Planner**

Use this handy 'Master Planner' to help keep track of all the behind-the-scenes work for your event-based fundraiser!

**Event:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Budget:** \_\_\_\_\_

**Fundraising Goal: (\$ figure)** \_\_\_\_\_

**Pre-Event Tasks**

**Facility Evaluation & Reservation:**

Volunteer in charge:

Budget:

Deadline:

Site Selected:

Site Contact:

Contact Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Deposit Paid/Date: \_\_\_\_\_/\_\_\_\_\_

Paid In Full/Date: \_\_\_\_\_/\_\_\_\_\_

Additional Notes:

**Marketing:**

Volunteer in charge: \_\_\_\_\_

- **Email Campaign**
  - Managed by: \_\_\_\_\_
  -
- **Newsletter**
  - Managed by: \_\_\_\_\_
  -
- **Media/Press Release**
  - Managed by: \_\_\_\_\_
  -
- **Facebook/Twitter**
  - Managed by: \_\_\_\_\_
  -
- **Letter Campaign**
  - Managed by: \_\_\_\_\_
  -
- **Fliers/Posters:**
  - Managed by: \_\_\_\_\_
  -
- **Other:**
  - Managed by: \_\_\_\_\_

Additional Notes:

**Clerical & Administrative:**

Banking (get change, arrange cash boxes):

Oversees Volunteers:

Group Leaders/Group:

\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

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## **Day-Of Tasks**

### **Set-Up:**

Volunteer in charge:

People Assisting:

Additional Notes:

### **Event Staffing:**

Volunteer in charge:

People Assisting/Event Staff:

Job Delegation: (fill in the name of the person responsible for each)

- Decorating:
  
- Table/Chair/Furniture Set-up:
  
- Equipment Set-up:
  
- Table/Booth Staffing:

- Announcing/MC:

- Ticket-takers:

Additional Notes:

**Clean-Up:**

Volunteer in charge:

People Assisting/Event Staff:

Additional Notes:

**Supplies:**

**Decorations**

Theme:

Budget:

Volunteer in charge:

People Assisting:

Additional Notes:

**Food & Drink/Refreshments**

Budget:

Volunteer in charge:

People Assisting:

Additional Notes:

**Prizes**

Budget:

Volunteer in charge:

People Assisting:

Additional Notes:

**Games/Entertainment**

Budget:

Volunteer in charge:

People Assisting:

Additional Notes:

**Other:**

Budget:

Volunteer in charge:

People Assisting:

Additional Notes:

**Special Services:**

**Permits**

Volunteer in Charge:

Assistants:

Necessary Permits/Deadline for Filing:

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

Additional Notes:

**Security**

Volunteer in Charge:

Assistants:

Budget:

Contacts:

Additional Notes:

**More Services:**

(Handicapped considerations, Music, Entertainment, DJ, Etc.)

**Vendor/Service:**

Volunteer in Charge:

Assistants:

Budget:

Contacts:

Additional Notes:

