

PROJECT PROPOSAL
SUCCESSFUL EVENT PLANNER

Name of the Event (Proposed Name)

Date (or Parameters of a date)

Specific cause for which these funds are raised or will this be determined by the Grants committee?

Describe the Event:

How many persons do you hope will attend this event?

Who would you solicit to be Sponsors?

Can we Partner with a group within our community?

Who would you solicit to be Advertisers?

Where do you suggest this event take place?

What do you believe to be the cost of place?

Who is our target guest?

How will they be invited?

Do we need printing done?

Do we need in kind donations?

Raffle items

Auction- Chinese

Auction – Silent

Table decorations

Room decorations

Other:

Gifts for speakers or guests?

How much money is your goal to raise?

From

Ticket Sales-

Auction -

Advertising-

Sponsorships

Please make a list in the order in which tasks need to be started and completed and assign a time line to each of them.

How many members do you need on your committee to get this project going?
Do you have some members in mind?

If your project is approved by the Financial Development Committee and then by the Board, you must keep the Chairperson of the Financial Development Committee know if you are on target or if you need some help. Remember you are not in this alone, ask for help or discuss your concerns.