

Zonta Project Proposal

The following list provides specific guidelines/framework/tools to speed and ease fundraising.

- Name of the event
- Date
- Specific cause for which these funds are raised
- Describe the event
- How many persons do you hope will attend the 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 your target guest? How will they be invited?
- Do you need printing done?
- Do you need in kind donations? (e.g. raffle items, auction-Chinese, auction-silent, table decorations, room decorations, gifts for speaker or guest)
- How much money would you like to make from this project?
- Make a list in the order in which task 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?
- If your project is approved by the Financial Committee and then the Board, you must give progress reports to the Chairperson of the Financial Committee. Let them know that you are on target or if you need some help. Remember you are not in this alone, ask for help or discuss your concerns.