WSUU Fundraising Project Proposal

Project Name/Title: _____

Brief Description of Fundraiser: _____

_____

Date(s): _____ Time(s): _____

Who will attend this event? *(check as appropriate & indicate approximate number of attendees.)*

__ WSUU & Friends #_____ approximate attendees

__ The General Public #_____ approximate attendees

Approximately how many volunteers will be needed? *(include set-up/cleanup crew)* # _____

Projected Expenses: $_____ Projected Net Profit: $ _____

If up-front seed money from the church is required, please indicate the amount: $ _____

How will the profit from this event be used/distributed? *(Indicate percentage of money going to each source.)*

__ General Fund *(to support the overall WSUU budget)* ____% of total profit

__ Other *(indicate below the specific purpose/program for which your profits will be used.)*

_____ ____% of total profit

What church areas will be needed? *(Please indicate entire time from set-up through clean-up.)*

__ Sanctuary - from _____ to _____

__ Social Hall - from _____ to _____

__ Kitchen - from _____ to _____

__ Parking Lot - from _____ to _____

__ Other _____ _- from _____ to _____

What church furniture/equipment *(e.g. tables/chairs, dishes/kitchenware, AV, etc.)* will be needed?

(Please note that Westside has no storage space for fundraising activities.)

_____

What church consumibles *(e.g. coffee)* will you need? *(Please check in advance to ensure there is enough.)*

_____

Additional Notes/Comments; _____

_____

Project Lead or Primary Contact:_____

Email: _____Phone: _____

Please return this form to Shannon Day, office@wsuu.org

Please submit your form as early as possible to ensure the date of your choice and allow for adequate promotion of your project/event.

Fundraising Event Results

*Please submit this brief evaluation of your fundraising event **AFTER** the event.*

Profit generated $_____ Expenses $_____

What went well?

_____
_____
_____
_____
_____

Difficulties?_____
_____
_____
_____
_____
_____

Would you recommend that this fundraising project be repeated?

_____
_____
_____
_____

Names/roles of Volunteers Involved in this project

_____
_____
_____
_____
_____
_____

Thank you for your support of Westside!