

# Event Fundraising Template

1. Title of the Event: \_\_\_\_\_
2. Description of the Event: \_\_\_\_\_
3. Date and Time of the Event: \_\_\_\_\_
4. Venue of the Event: \_\_\_\_\_
5. Name of the 'Guest of Honour' of the Event: \_\_\_\_\_
6. Purpose of this fundraising Event: \_\_\_\_\_
7. Names of the Event Sponsors: \_\_\_\_\_
8. Name of the local Media partner: \_\_\_\_\_
9. Names of the Volunteers and duties assigned to them: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Benefits for the sponsors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. The potential Sponsors to be approached: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. List of performances / presentations / discussion topics: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Names of the participants / speakers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Description of the target audience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_