

Event Planning Form

	Activity	Date Due	Date Completed	Notes
PURPOSE OF EVENT <i>(fundraiser, awareness, education, team building, etc.)</i>				
Approval Campaign assistant notification Leadership approval				
Attendance Expected attendance Guest list Name tags				
Venue Name of Venue Reservation				
Time				
Refreshments Food form Department budget				



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Materials <input type="checkbox"/> Charity guides <input type="checkbox"/> Giving forms <input type="checkbox"/> Charity brochures <input type="checkbox"/> Credit card form <input type="checkbox"/> Benefits of giving <input type="checkbox"/> Top Ten Reasons				
Giveaways/door prizes				
Advertising/communication <input type="checkbox"/> Email <input type="checkbox"/> Email from leadership <input type="checkbox"/> Flyer <input type="checkbox"/> Logo <input type="checkbox"/> Intranet <input type="checkbox"/> Campus-wide (UWCFD website, coordinator bulletin, <i>The Resource</i>)				



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<p>Charity speaker</p> <p>Charity name</p> <p>Charity contact</p> <p>Reservation form</p>				
<p>Equipment needed</p> <p><input type="checkbox"/> Laptop</p> <p><input type="checkbox"/> Internet</p> <p><input type="checkbox"/> PowerPoint</p> <p><input type="checkbox"/> DVD</p> <p><input type="checkbox"/> Projector</p> <p><input type="checkbox"/> Microphone</p> <p><input type="checkbox"/> Tables</p> <p><input type="checkbox"/> Chairs</p> <p><input type="checkbox"/> Cash box</p>				



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	Activity	Date Due	Date Completed	Notes
Cash handling Money counted (two people) Credit card tool Giving forms Money order Fundraiser form Submit form/money order to campaign assistant				



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	Activity	Date Due	Date Completed	Notes
	<p>Project completion/closure</p> <p>Complete final accounting and reimbursement activities</p> <p>Thank leadership, financial sponsors, volunteers, and participants</p> <p>Report results to management and staff</p> <p>Evaluate the project formally or informally</p> <p>Make notes for next year's planning with suggestions for improvement</p> <p>Record activities and names of participants for future reference</p>			

