



# Event planning worksheet

Name of event \_\_\_\_\_

Description of the event

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Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Estimated expenses

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Estimated amount raised

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Materials required

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**Committee members**

**Assigned tasks**


Promotion of the event

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*This is a sample event planner for fundraisers. It lays out the basics of what needs to be planned for your organization's event.*