

# EVENT PLAN

**Fundraising event:**

**Budget:**

**Date:**

<b>GOALS</b>	
<b>WHEN</b>	
<b>WHERE</b>	
<b>TASKS</b>	

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<b>STAGES</b> Planning often involves four stages:	<b>TASKS</b> <i>(What will you do to achieve your goal? E.g. create posters, find volunteers, etc.)</i>	<b>BY WHOM</b>	<b>BY WHEN/ DATE COMPLETED</b>	<b>RESOURCES AND SKILLS REQUIRED</b>
<b>DEVELOPMENT</b> What do you need to do to put the event in place?				
<b>PROMOTION</b> How are you going to promote the event? What tools will you use?				
<b>DELIVERY/ IMPLEMENTATION</b> What do you need to do to make the event happen?				
<b>EVALUATION</b> How are you going to measure the success of the event?				
<b>HEALTH, SAFETY AND WELLBEING</b> What hazards could harm people involved in the event?  How will you prevent injuries and illnesses?				