Nonprofit Fundraising Event Proposal

Organization Information

Organization Name

Enter organization name

Contact Person

Enter contact person

Email

Enter email address

Phone

Enter phone number

Event Overview

Event Title

Enter event title

Purpose & Goals

Describe the purpose and fundraising goal of the event

Event Details

Date

Enter event date(s)

Time

Enter event time

Venue / Location

Enter venue or location

Description

Provide a brief description of the event

Target Audience

Describe the target attendees and how they will be invited

Program Outline / Schedule

List the program highlights, agenda, or schedule

Promotion & Marketing Plan

Briefly outline how the event will be promoted

Sponsorship & Partnerships

Describe any planned sponsorships or partnerships

Budget Summary

Outline expected income, funding sources, and estimated costs

Staff & Volunteer Needs

List roles and the number of staff/volunteers needed

Measurement & Success Indicators

Describe how you will measure the success of the event

Additional Notes

Any further comments or important details