

# Fundraising Event Proposal

Organization Name

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Contact Person

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Phone

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Email

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Date Submitted

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## Event Overview

Event Name

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Proposed Date & Time

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Location

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Estimated Number of Participants

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Event Description

## Purpose & Goals

Fundraising Goal

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Purpose of the Event

Target Audience

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## **Key Messages**

## **Event Logistics**

### **Proposed Activities/Program**

### **Volunteers/Staff Needed**

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### **Supplies & Resources Required**

## **Promotional Plan**

### **Promotion Strategies**

### **Partnerships/Sponsorships**

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## **Budget Overview**

### **Estimated Expenses**

### **Estimated Revenue**

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### **Other Funding Sources**

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## **Additional Information**

## **Approval**

**Reviewed by**

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**Date**

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**Signature**

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