

Fundraising Event Proposal

Organization Name

Contact Person

Phone

Email

Date Submitted

Event Overview

Event Name

Proposed Date & Time

Location

Estimated Number of Participants

Event Description

Purpose & Goals

Fundraising Goal

Purpose of the Event

Target Audience

Key Messages

Event Logistics

Proposed Activities/Program

Volunteers/Staff Needed

Supplies & Resources Required

Promotional Plan

Promotion Strategies

Partnerships/Sponsorships

Budget Overview

Estimated Expenses

Estimated Revenue

Other Funding Sources

Additional Information

Approval

Reviewed by

Date

Signature
