

**FUNDRAISING EVENT WORKSHEET**

<b>Committee Members:</b>	
<b>Name of Event:</b>	
<b>Date of Event:</b>	
<b>Location of Event and Cost:</b>	
<b>Contact Person for Venue/Event:</b>	
<b>Insurance Required (if any)</b>	
<b>Liquor (if any)</b>	
<b>Capacity (if any)</b>	
<b>Number of Tickets/Product to be Sold :(if any)</b>	
<b>Original Cost per ticket/product:</b>	
<b>Cost per ticket/product to sell:</b>	
<b>Potential Profit:</b>	
<b>Anticipated Portion to General Funds: (if any)</b>	
<b>Anticipated Portion to Individual Funds: (if any)</b>	
<b>Required Man Hours: Per Member:</b>	
<b>Other:</b>	