**ROTARY FUNDRAISER**

**FILL IN EVENT NAME**

***This form needs to be fully completed and submitted to the Development Committee 6-8 MONTHS Prior to event.(pending final approval from Board of Directors)***

**PRIMARY CONTACTS**

Rotarian Name:

Contact Information:

**TYPE OF FUNDRAISER -**

**FUNDRASIER FORMAT -**

**Anticipated Number of Guests:**

**ANTICIPATED NUMBER OF VOLUNTEERS:**

**FUNDRAISER PURPOSE:**

**WHO:**

Who is our target audience (BE SPECIFIC)?

**WHAT:**

What is the fundraiser?

**WHERE:**

 Where is this being held? Do you have a location in mind?

**WHEN:**

When is the fundraiser?

**WHY:**

Why are we hosting this fundraiser? Why is this fundraiser appealing to attendees?

**EVENT OUTLINE:**

*Provide timeline and budget (specific income and expeses) details of the fundraiser.*

 **Requirements: (**permits/Insurance Waiver/Contracts/Rental Agreements)

**MARKETING MATERIALS REQUIRED**

❒ Save the Date *(email or hard copy)*

❒ Invitation *(email or hard copy)*

❒ Speaking points (who needs them?)

❒ Program

❒ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❒ Recognition — sponsors, vendors, donors, etc.

❒ Banners/Lawn Signs (new or re-skinned)

❒ Branded items – napkins, glasses, bags, etc.

❒ Take away from event (photo frame, wine glass etc.)

❒ Video

**PROMOTION**

❒ Email and Reminder email

❒ Social media

❒ Added to website

❒ Media

**OPERATIONS**

❒ Registration page needed

❒ On-site registration needed

❒ Follow up letter/email needed