



To better assist club and committee members in planning and promoting an AWR event / fundraiser, please complete this form and submit it to the president ideally four months prior to the event / fundraiser. Our goal is to support activities through increased publicity, schedule coordination and project budgeting. Please e-mail the completed document to rotarycarolk@gmail.com by the 15th of the month, so the board can review it prior to the monthly AWR board meeting.

Event / Fundraiser Name _____

Event / Fundraiser Planners

Name(s)	Phone	E-mail

(Enter name and contact information of Rotarian completing this form on first line)

Description of Event / Fundraiser

Activity/Theme	
Menu/Refreshments	
Special Features	
Dates and Times	
Location Address & Contact Info	
Cost, payment type, deadline	
Type of Event (check all apply)	<input type="checkbox"/> Social <input type="checkbox"/> Fundraiser <input type="checkbox"/> Service
Attendees	<input type="checkbox"/> Guests <input type="checkbox"/> Children <input type="checkbox"/> Club members only
Vendor Contacts: (name and e-mail/phone)	Facility _____ Food/Beverage _____ Other _____
Confirm license /insurance (check if confirmed)	<input type="checkbox"/> Liquor services <input type="checkbox"/> High risk activities <input type="checkbox"/> N/A

Additional Assistance / Support

<p>Advertising (check all apply)</p>	<p><input type="checkbox"/> AWR Trochilic <input type="checkbox"/> Meeting PPT <input type="checkbox"/> AWR Website <input type="checkbox"/> AWR Facebook <input type="checkbox"/> AWR Twitter <input type="checkbox"/> Email <input type="checkbox"/> Other (explain) _____</p>
<p>Volunteers needed? (check all apply)</p>	<p><input type="checkbox"/> Set-up <input type="checkbox"/> Greeters/registration table <input type="checkbox"/> clean-up <input type="checkbox"/> Others (explain) _____</p>
<p>Sponsorship or Grant <input type="checkbox"/> have <input type="checkbox"/> need <input type="checkbox"/> have <input type="checkbox"/> need (check all apply)</p>	<p>Source _____ Amount _____ Source _____ Amount _____</p>

Budget (attach separate form if prefer)

Itemize Expenses	Item	Amount
Expense Total		
Itemize Income Sources		
Income Total		
Projected Net Income		
<p>Net Income will be used for (check all apply)</p>	<p><input type="checkbox"/> AWR Foundation <input type="checkbox"/> Rotary Foundation <input type="checkbox"/> AWR General Budget <input type="checkbox"/> Other projects (list below) _____</p>	
<p>Minimum number needed</p>	<p>Breakeven # Reach fundraising goal#</p>	
<p>Review dates: (enter dates)</p>	<p>Increase publicity _____ Increase sponsorship _____ Post-pone/cancel _____</p>	
<p>Cancellation deadlines</p>	<p>Facility Catering Transportation</p>	

LIST FURTHER COMMENTS ON ADDITIONAL PAGE(S)

Is it the TRUTH? Is it FAIR to all concerned? Will it build GOODWILL and BETTER FRIENDSHIPS?

Will it be BENEFICIAL to all concerned? And, Is it Fun? (AWR)