

Group name:

Fundraising planner

Activity sheet



Plan your event

What charity or cause will you raise money for?



What event will you hold?



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Why do you think this is a good event to run?



When and where will your event take place?

(Will it link to a special time of year, for example, Harvest Festival or Diwali?)



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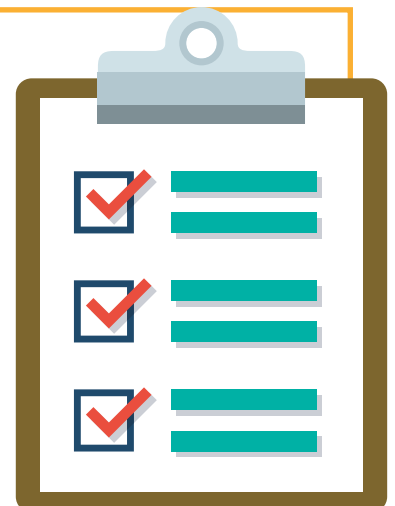
How will you promote your event?

What will you need to buy to promote your event?
(This is really important! Think of all the ways you can let people know about what's happening.)



What things will you need to run your event?

(Remember that the more professional your event is, the more money you can raise for your charity.)



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Working out the cost

Look back at your answers for all the things you will need to run your charity event. Fill in the budget planner below to help you work out how much you will need to spend to make your event happen.



Equipment or ingredient	Estimated cost	Quantity needed	Total cost
Things you need to make or sell			
Things you need to help you promote your event			
Things you will need on the day of your event			
Total			