



Money, Money, Money

Fundraising Group Project

NOTETAKING TOOL

Use this document to record ideas about the event you are planning. The Event & Finance Manager is responsible for taking notes.

Roles: Write down who is responsible for what. If your group has more than four people, you can assign more than one person to a role.

Venue & Catering: _____

Theme & Entertainment: _____

Marketing & Communication: _____

Event & Finance Manager: _____

Big Picture Ideas: What is the general vision for your event? How is the event going to raise money? Who is your intended audience? Why do they want to support your event?

Venue & Catering Ideas: Where will your event be held? Is there going to be food? Drink? What kind of options will you offer?

Theme & Entertainment Ideas: What is the theme? What entertainment will you have? What will the décor be like?

Marketing & Communication Ideas: How will you let people know about your event? If you are selling tickets for the event, how will you sell them and what will the price point(s) be? What communication will you need with guests?

Event & Finance Ideas: How much do you need to raise in total? How much will go to event costs? How much will be left? (TOTAL REVENUE – TOTAL EXPENSES = NET)