**EVENT PLANNING SHEET**

**(Event = Fundraiser, Letter/Email Solicitation Campaign, Item Sales, etc.)**

**Anticipated Revenue Goal: $**

Anticipated Cost: $

Anticipated Revenue: $

**Anticipated Net Revenue: $**

Does your anticipated Net Revenue **equal or exceed** your Anticipated Revenue Goal?:

*If not,* **what** things can be done or changed to help meet your event goal?:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Approx. Time (Add lines 1 + 2 + 3):**

1. Approx. Planning Time (#Meetings x #Students x Total Time = Total Planning Hours):
2. Approx. Preparation Time (#Students x Total Prep Time = Total Preparation Hours):
3. Approx. Time of Event (#Students x Total Event Time = Total Event Hours):

**Does the planning, preparation & time of your event clash with your class/work load?:**

*If yes,* **what** things can be done/changed to help **decrease** the amount of time you spend on your event while still maintaining quality? (work smarter not harder):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If yes,* **is there a better time** to hold this event? (While still maintaining adequate planning & preparation time):

**Is the anticipated amount of revenue worth the amount of time spent?**

*If not,* what things can your team do to make it more monetarily worthwhile?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If not,* is there a more lucrative type of event/fundraiser/solicitation in which to focus the team’s efforts?:

*If not,* is there another reason **in addition to revenue** that makes the event worthwhile? (Greater understanding of Global Health Program by Alumni/Community, Opens Opportunities for Development Officer to Solicit donations of $2k+):

**Do you have expectations for task delegation and individual accountability set-up?**

* To meet revenue goal:
* To attend planning meeting(s):
* To delegate & follow-up on tasks:
* To execute the event: