**Special Events Planning Tool**

**Special Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| Event description |  |
| Purpose of the Event* Fundraising
* Marketing
* Mission
* Fellowship
* Other
 |  |
| Target Audience |  |
| Committee Members |  |
| General Details* Date
* Time
* Location
 |  |
| Required Resources* Staffing
* Funding
* Other
 |  |
| Event Budget |  |
| Event fundraising goal  |  |
| Event Outcomes* Meeting goal revenue
* Increase mission awareness
* Increase community support
* Engage new committee members
 |  |