

Club/Class/Organization: _____

Students on Event Committee: _____

Woodinville Event/Fundraiser Planning Sheet

Event (name):

Date of Event:

* Be sure to fill out a yellow *Fundraiser Request* form if this is a fundraiser

Event Start Time:

Set Up Time:

Event End Time:

Location:

* Be sure to fill out a *WHS Room Request* form from Mrs. Diaz

1. Describe how this event will benefit the students of Woodinville or the Woodinville community. Why is it worth doing? Why do YOU want to do it?

2. Describe exactly what will happen **at the event** and who is responsible for each piece. This is best done in the form of an agenda. Include set up and clean up on it as well. (May attach agenda)

	Element	Who is Responsible
1	Set Up	
2		
3		
4		
5		
6		
7		
8		
9		
10	Clean Up	

3. Describe how this event will LOOK (layout, decorations, floorplan, etc). Will there be a theme?:

7. What supplies or items WILL NEED TO BE PURCHASED in order to prepare for and host the project/event?

- To purchase with a purchase order or ASB credit card (recommended): complete and submit pink *Purchase Order Request* form with meeting minutes* attached.
- To purchase items yourself (student, parent) and be reimbursed from your club account: complete and submit a white *ASB Request for Purchase (Expense Claim)* form with meeting minutes* attached.

*All expenditures MUST be approved by a vote of student officers within your club. Approvals must be documented in meeting minutes and attached to completed Purchase Request forms in order for purchases to be approved and made.

Supplies	Approximate Quantity and Cost	Where Will You Get it?	How will you purchase it?

8. What will you need the students in your club or in ASB class to help with?

9. Will you need help from students outside of ASB or your club? To do what? Who will help? Who will ask them?

10. What help will you need from your advisors? Mrs. Skone? From Mrs. Schwans/Kongkarat? Admin? Other teachers? Custodians?

11. What kind of technology will you need at your event? Where will you get this technology? Who will run this technology?

12. What kind of advertising and publicity is needed? When is it needed? Who will be responsible? What time of advertising is most appropriate and effective for your target market?

Target Audience	Method of Advertising	Date Range	Who is Responsible

13. It is wonderful to involve as much of our student body as possible. What clubs, performance groups or student organizations would be a good fit to work with on this? How could you work with them? Who will contact them? (see Mrs. Skone for contact info for their leaders/advisors)

Club/ Performance Group	How Could You Work Together?	Who Will Contact?

14. It is wonderful to involve parents, local businesses, and the larger Woodinville community in our events, when appropriate. What support, donations, assistance, guidance, attendance, etc. do you desire from these groups? How do you plan to work with them? Who will contact them? (be sure to consult with your advisor for approval and guidance before reaching out to these groups)

Outside Entity/Group	How Could You Work Together? In what way(s) can they support your event?	Who Will Reach Out?

15. Who will deserve special thank you notes for helping you? Who will write the notes? (see Mrs. Skone for cards)

16. In order for this event to be a success, describe at least three goals/objectives that your group has for this event. Write them in terms that are “measurable” to some degree. These will be used to evaluate your event once it is completed. (example: event made \$x in profit, 100 people attended, event stayed on budget, all aspects of event planning and prep were completed at least two days in advance of event, event improved student’s attitude towards school, participants want to do it again next year, etc.)

- A.
- B.
- C.