

NAME OF FUNDRAISER:

DATE OF FUNDRAISER:

PROJECT MANAGER FOR FUNDRAISER

ACTIONS TO BE COMPLETED PRIOR TO EVENT:

Flyer production and printing

Distribution of flyer to teams

Tickets production and printing

Distribution of Tickets to teams

Money collectors (each team have a representative for collection)

Venue particulars

SUPPLIES NEEDED DAY OF FUNDRAISER

VOLUNTEERS FOR DAY OF FUNDRAISER