

Event Planning and Promotions Worksheet

EVENT SPONSORS

Do you have/plan on having event sponsors? Yes No

If yes: Please provide information on package names and amounts below. Provide explanation of benefits on a separate sheet.

Package 1

Name: _____

Amount: \$ _____

Package 2

Name: _____

Amount: \$ _____

Package 3

Name: _____

Amount: \$ _____

Package 4

Name: _____

Amount: \$ _____

EVENT REGISTRATION & EVENT FEES

What date do you want online event registration to go live? _____

Is there a fee to attend the event? Yes No *[If Yes] Amount #1: \$ _____*

If cost goes up *after* a certain date, please complete: Date of increase: _____

New amount: \$ _____

What date should event registration be taken down? _____

As people begin to register for your event, we will provide you with periodic email updates (spreadsheet with registrant information). Please provide names and email addresses of two officers (one should be your Treasurer) to receive the email updates.

Name: _____ Email: _____

Name: _____ Email: _____

EVENT FINANCES

Expected Income: \$ _____

Expected Expenses: \$ _____

Expected Net profit: \$ _____

PREPARED BY

Your name: _____ Cell: _____

Email: _____

Signature: _____