worksheet: charity-event checklist

USE THIS WORKSHEET to record the contact information and agreement details for the location, volunteer staff, and major donors involved in your charity fund-raiser. Make copies of this sheet for the team leaders.

DESCRIPTION OF EVENT

DATE AND TIME

INVITATION SEND-BY DATE

LOCATION **RESERVED: YES / NO**

LOCATION CONTACT

Team Leaders/Volunteer Committee

Name	Responsibilities	Contact Information

Donors/Sponsors

Name	Item	Value

Fund-raising Goal

For reprints of this worksheet, go to www.realsimple.com/charity

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