

PLANNED PETHOOD FUND-RAISING IDEA PROPOSAL FORM

This form has been developed as a tool for Planned Pethood (PPI) volunteers to use when interested in proposing a new fund-raising idea for the organization. The fund-raising committee and/or Board of Directors will review your proposal from a number of different aspects - to insure that the committee has a complete understanding of your idea, be sure to include as much detail as possible. Following careful review and consideration by the committee, you will be contacted with the group's recommendation as to how to move forward with your idea or if they are suggesting that PPI's limited resources are better utilized in another way.

If you have any questions as you complete this form please feel free to contact a member of the fund-raising committee or Board of Directors. We appreciate you sharing your ideas and for your continuous work to support the animals in our care.

SO, YOU'VE GOT A FUNDRAISING IDEA?

Please give an overview of your idea: _____

Proposed Name of Event: _____

Proposed Date: _____

Proposed location: _____ Is this a family event or more for adults only? _____

Will animals be at event? _____ Attendance goal? _____

HAVE YOU THOUGHT ABOUT VOLUNTEERS?

Are you willing to chair the event – if not, do you have someone in mind for this position? _____

Will a committee be needed? ___ If so, how many people? _____

Will your event require volunteers? _____ If so, how many? _____ Who will coordinate/recruit the volunteers? _____

How do you plan to recruit volunteers – be as specific as possible _____

Can volunteers outside of PPI be utilized? _____

HOW WILL THE EVENT RAISE REVENUE FOR PPI?

How will the event raise much-needed funds...through:

Ticket sales:

Cost per ticket? _____

How many tickets will be sold? _____

Other sales...please explain: _____

Raffle/Auction Items:

Silent auction? ___ Live auction? ___ Raffle? _____

Who will secure those items? _____

Will Sponsors be needed? ___ If yes, who will secure them? _____

REFRESHMENTS:

Are you planning to serve food? If so, what are you considering? _____

What is the cost estimate? _____ Can anything be donated? _____

Will alcohol be served? _____ Is liquor license needed? ___ If yes, who is responsible for getting? _____

HOW DO YOU PLAN TO LET PEOPLE KNOW ABOUT YOUR EVENT

Please provide a brief overview of your plans to promote your event _____

Will you utilize:

Paid advertising: TV ___ Print ___ Radio ___ Flyers ___ Internet ___ = Cost _____

Who will distribute? _____ Where will they be distributed? _____

PRELIMINARY BUDGET

Please prepare and submit a preliminary budget with your proposal (use separate sheet). Remember to include rental items, supplies, printing (advertising, tickets, programs,) deadlines, sponsor income, etc.

If you need to include further details regarding your idea, please feel free to use a separate sheet.

Your name _____

Telephone number _____

Email _____

Date _____