

## Event Committee Meeting Agenda

- I. Establish target for fund-raising revenue
- II. Plan methods to reach target
  - A. *Event*
  - B. *Direct Solicitations (phone, mail, e-mail, etc.)*
- III. Set the budget (expenses)
- IV. Choose the event format
  - A. *Breakfast*
  - B. *Lunch*
  - C. *Reception*
- V. Logistics
  - A. *Date*
  - B. *Location*
  - C. *Catering?*
- VI. Collection of Contributions
  - A. *When*
  - B. *How*
- VII. Event Committee
  - A. *Assign members specific tasks*
  - B. *Review prospective donor lists*
  - C. *Set agenda for next meeting*