

## **Non-Profit Event Checklist**

Event Name, Description

Date, Time

Location (address, city)

Location Confirmation/Date of Confirmation

Location Contact

Event Contact (if different than location contact)

### **INVITATIONS**

Design Invitations

Invitation Distribution or Mailing Date

### **RSVPs**

Name	Phone Number	Email Address	Snail Mail Address
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### **COMMITTEES, SUPPORT PERSONNEL**

#### **Committee Chairs**

Name	Committee Assignment	Phone Number	Email Address	Snail Mail Address
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#### **Committee Members**

Name	Committee Assignment	Phone Number	Email Address	Snail Mail Address
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#### **Volunteers**

Name	Committee Assignment	Phone Number	Email Address	Snail Mail Address
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#### **Donor/Sponsor Contacts**

Name	Date of Contact	Item/Service Donated	Value	Thank You
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### **BUDGET**

Facility Rental

Food

Design, Print Quotes

Transportation

Housing/Hotel