

Osterville Village Library
Trustee Fundraising Program Planning Form
(should be completed 8-12 weeks before event)

Program/Event Title _____

Program Planner(s): _____

Host's Name & Address: _____

Host's phone _____ **Fax:** _____ **Email** _____

Date: _____ **Time:** _____ **Cost:** _____

Budget: _____ **Revenue:** _____

Press Release (50-75 Words):

Program needs: Estimated audience size _____ If limited admission, how many? _____

Room set up? _____ Head table for # _____

AV Needs (circle) Flip chart and easel # _____ Projector _____ TV/DVD _____ CD Player _____ Internet Access _____

Other: _____

Other Program Info/Needs (attach additional sheets if needed):

After the Event – Assessment

1. Was the event a success? Why or Why not?

2. Did you encounter any unforeseen problems? If yes, how can we better prepare in the future?

3. Contact information for vendors, staff, or others who assisted with the event (attach any agreements or contracts from event)

4. Future Recommendations/Best Practices:

Completed By: _____