

Date:

SPCC Third-Source event planning: Description of event and Team Leads

Event description:

Team Leads:

Event target date:

Sponsorship requirements: (Y/N)

Is outside funding required to hold the event?

Estimated spend:

Facility ID requirement & Logistics

List details in coordinating resources, facilities, supplies, and hours of event operation

Volunteer staffing: set-up, program delivery, clean-up

Estimated number of volunteer requirements

Cash management, security & reconciliation process

Initial funding requirements

How will monies be secured and transferred for deposit

Responsible volunteers to audit and reconcile event

Approval: _____