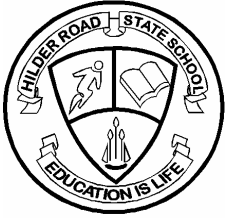


HILDER ROAD STATE SCHOOL
P&C ASSOCIATION
FUNDRAISING EVENT INFORMATION

| | | | |
|---|--|-------------------|--|
| Fundraising Event Name: | | | |
| Date/s of Event: | | | |
| Timing: | Set up time: Start time of event: Finish time of Event: Leaving time after clean-up: | | |
| Organising Group/ Team Members: | | | |
| Contact Name: | | Telephone: | |
| Objective: | | | |
| Approximate Cost to run the event, list each item: | Float Required: Yes <input type="checkbox"/> No <input type="checkbox"/> Amount Required: \$ Person Responsible for collecting: Date and time of collection: Return of float at end of event Person Responsible for returning float: Returning Float to P&C Executive Member : Treasurer <input type="checkbox"/> Secretary <input type="checkbox"/> President <input type="checkbox"/> Date and time of return: | | |
| Event Admission Cost: | | | |
| Expected Profit: | | | |
| Event Location | | | |
| Set-up: | | | |
| Volunteer numbers required: | | | |
| Catering: | Catering Details: | | |
| External service providers: | If Hiring Agreement Form complete please attach copy to this form | | |
| Promotion Type: | Newsletter <input type="checkbox"/> Parent Liaison <input type="checkbox"/> Note home <input type="checkbox"/> Noticeboard <input type="checkbox"/> Flyers <input type="checkbox"/> | | |
| External Advertising: | Local paper <input type="checkbox"/> Banners <input type="checkbox"/> Letter box drop <input type="checkbox"/> | | |
| Risk Assessment: | Please complete and attach | | |
| P&C Executive Sign Off: | | Date: | |
| Principal Sign-Off: | | Date: | |
| On sign-off make copies available to: | | | |
| Organising Team Members <input type="checkbox"/> Fundraising committee <input type="checkbox"/> P&C Executive <input type="checkbox"/> Principal <input type="checkbox"/> | | | |

THIS FORM MUST BE COMPLETED 3 WEEKS PRIOR TO ANY P&C SPONSORED EVENT. THE COMPLETED FORM IS TO BE RETURNED TO THE P&C SECRETARY OR PLACED IN THE P&C TRAY IN THE SCHOOL OFFICE. IF YOU HAVE ANY QUERIES PLEASE CONTACT QUENTIN HOFFMANN ON 0438 663 971



HILDER ROAD STATE SCHOOL
 P&C ASSOCIATION
 FUNDRAISING EVENT INFORMATION

SET UP INFORMATION

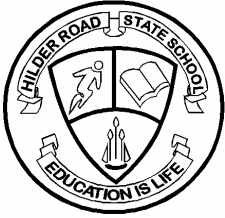
Set Up Details:

| Item Needed | Qty Required | Obtained From (name and address if from a business) | Contact Phone | Cost inc GST |
|-------------|--------------|---|---------------|--------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Any Other Special Requirements?

Roster (if needed)

| Time | Name/s | Contact Details |
|------|--------|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |



HILDER ROAD STATE SCHOOL
P&C ASSOCIATION
FUNDRAISING EVENT INFORMATION

Evaluation of Event

| | | |
|---|--|--|
| Fundraising Event Name: | | |
| Date/s of Event: | | |
| Date appropriate? | Yes <input type="checkbox"/> No <input type="checkbox"/> If no – why? | |
| Funds Raised | \$ | |
| Total Amount of Costs | \$ | |
| Net Profit | \$ | |
| Numbers Attended | | |
| Was advertising and timeline of advertising appropriate? | Yes <input type="checkbox"/> No <input type="checkbox"/> If no – why? | |
| Suggestions around set up, execution and clean up for the future if this event was repeated. | | |