

CHARITY EVENT PLANNING MASTER TEMPLATE

Organization & Logistics Dashboard

1. General Information

Event Name

Beneficiary Charity

Venue Name

Event Date & Time

2. Financial & Revenue Planning

Revenue Source	Target Amount (\$)	Actual Amount (\$)	Notes
Ticket Sales			
Sponsorships			
Raffle / Auction			
Merchandise			

3. Marketing & Outreach Strategy

Target Audience Description

Social Media Ads Local Press Release Physical Posters Influencer Outreach

4. Talent & Production Schedule

Time	Activity / Performer	Technical Needs

5. Volunteers & Staffing

Role	Assigned Name	Contact Number
Event Lead		
Stage Manager		
Front of House		
Social Media / Photos		

6. Health, Safety & Licensing

- Public Liability Insurance Secured
- Risk Assessment Document Completed
- Alcohol / Performance Licenses Obtained
- Emergency Exit & Fire Safety Briefing Done

7. Post-Event Evaluation

Key Successes

Areas for Improvement

