

Fundraising Banquet Order Outline

1. Event Information

- Event Name:
- Date & Time:
- Venue:
- Contact Person:

Additional notes...

2. Guest Details & Registration

- Target Number of Guests:
- Table Arrangements:
- Special Guests / VIPs:
- RSVP Deadline:

Additional notes...

3. Banquet Menu

- Meal Options:
- Dietary Restrictions:
- Beverages:
- Desserts:

Menu details or changes...

4. Program Outline

- Opening Remarks:
- Guest Speaker(s):
- Entertainment:
- Auction / Raffle:
- Closing:

Program comments...

5. Fundraising Goals

- Target Amount:
- Fundraising Strategies:
- Sponsorships:
- Donation Methods:

Notes on fundraising strategy...

6. Logistics

- Decorations:
- Audio/Visual Needs:
- Volunteers / Staff:
- Parking / Transportation:

Other logistics...

7. Follow-Up

- Thank You Notes:
- Post-Event Reports:
- Donation Collection:
- Feedback Survey:

Follow-up and feedback notes...