Your Fund-Raising Event Name Goes Here

Business Case

Proposer: Enter name here

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# Overview

***Give a brief overview of the Fund-raising event***

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# Indicative Costs and Income

***Provide details of expected costs and generators of income and how these assumptions are made.***

| Cost assumptions | Amount | Income assumptions | Amount |
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| **Potential Income** | | |  |

# Financial Investment Required

***State how much funding will be required ahead of the event***

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# Resource Required

***Provide details of the number of helpers required and their roles***

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# Advertising

***Provide details of how event will be advertised***

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# Proposed Date of Event

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| --- | --- | --- | --- |
| **Date** |  | **Time** |  |

# Key stages of organizing the event

***List the key stages, either by time or action to put on the event***

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# Any other relevant details

***Provide any other relevant details not covered above***

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