



<b>Essential Activity 5: Topic 8</b>										
<b>Student Name:</b>										<b>116</b>
<b>Student Number:</b>	<b>D</b>	<b>H</b>	<b>M</b>							

This assessment is **group work** – it must be completed in the event team assigned to you.

**SECTION ONE****(44)**

1. Formulate a detailed **fundraising** plan for the event you will be hosting including discussion on 1.1 – 1.2 below.
  - 1.1 List of your fundraising initiatives with a paragraph explanation of each initiative/concept. (12)
  - 1.2 Your fundraising schedule, in table format including columns for: (32)
    - Fundraising initiate name
    - Date(s) set out for it (launcing sales, closing sales, hosting initiative)
    - Total funds we aim to raise from it
    - Amount of people we hope to sell initiate to
    - Price we plan to sell initiative at

<b>Submission date</b>	<b>We, 14 July 2021</b>
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**SECTION TWO****(72)**

- 2.1 Set up an accurate and detailed event **budget** (based on research including quotations) for the event you will be hosting. (52)
- 2.2 Link your detailed event budget to the timeline of your event by adding a column to the left or right of your budget indicating when each activity on your budget is forecasted to take place. (10)
- 2.3 Provide an analysis of your detailed event budget. Your analysis must include: (10)
- Discussion on cost areas you think might be difficult to manage (5)
  - Discussion on attainability of budgeted profit (5)

<b>Submission date</b>	<b>Draft submission: We, 14 July 2021</b> <b>Final submission: Tu, 20 July 2021</b>
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