



Event Worksheet

Type: FESTIVAL CRAFT EXPO FUNDRAISER OTHER _____

Date(s): _____

Time(s): _____

Name of Event: _____

Contact Person/Email/Phone: _____

Location of event/directions: _____

DATES AND THINGS TO DO:

- O _____ Find out the following: Cost: _____
(immediately) Year of Show: _____
Expected: _____
Size of Booth: _____
- O _____ Send application and deposit (immediately)
- O _____ Confirm and pay final fee (3 weeks before)
- O _____ Post on Facebook and blog (2 weeks before)
- O _____ Repost on Facebook and blog (the day of)
- O _____ Post results on Facebook and blog (within a day of the event)

Special notes:

Leads for Parties vs. Actual Parties: _____

Leads for Consultants vs. Actual Consultants: _____

Pieces Sold/Profit: _____