**Friends of Fairfield - Event Form **

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| **Name** |  |
| **Name of event** |  |
| **Idea** | *What is your event idea, why you want to do it and what you think it would bring to the community or school?* |
| **Ideal date** | *Tell us when you would like to host this event* |
| **Budget** | *How much do you think you would need from our funds to be able to host this event?* |
| **Resources** | *What help will you need? We would expect you to manage this event but we will be on hand to help in any way you need.*  |
| **Potential fundraising target** | *How much do you think you will be able to raise from this event - please take into account what budget you would need to run the event* |
| **How will we measure the success** | *It’s important to us that we can measure the success of each of our events. Please tell us how you think you can measure the success of your event - from attendees to donations or community engagement.* |