



## Friends of Fairfield - Event Form

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<b>Name</b>	
<b>Name of event</b>	
<b>Idea</b>	<i>What is your event idea, why you want to do it and what you think it would bring to the community or school?</i>
<b>Ideal date</b>	<i>Tell us when you would like to host this event</i>
<b>Budget</b>	<i>How much do you think you would need from our funds to be able to host this event?</i>
<b>Resources</b>	<i>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.</i>
<b>Potential fundraising target</b>	<i>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</i>
<b>How will we measure the success</b>	<i>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.</i>