

Jessica Martin Events

15 Sherman Street
Manchester, NH 03102
www.jessicamartinevents.com



ORGANIZATION NAME:

PHONE NUMBER:

EXECUTIVE DIRECTOR NAME:

EMAIL:

ED PHONE NUMBER:

CONTACT NAME:

EMAIL:

CONTACT PHONE NUMBER:

ORGANIZATION ADDRESS:

TAX ID #:

VENUE NAME:

CONTACT:

ADDITIONAL STAFF / COMMITTEE MEMBERS: (INCLUDE ROLE AND EMAIL)

1. *What is your fundraising goal for this event?*

If unknown is this the first year for this event? If not, what did they raise in previous years?

2. *Is there an established budget for this event?*

If yes, can you provide a copy of it to JME. If not, should I create one?

3. *Has the venue been established?*

Need to discuss if there are any permits, police assistance, or Board of health inspections needed. If not, chosen yet need to discuss options within budget.

4. *What areas of the event are you looking for assistance with?*

Example: Marketing, Online Registration, Budget Management, Day of Coordination, Volunteer Management

5. *What event areas are you most concerned about?*