1. Dates: 2/19 1997

2. What's on your mind? Event Planning

3. Goal, Mission or Wish: Raise $50,000 for Charity, make it one of the most profitable in history!

4. Who or what can help you? Local Business, Donors, Volunteers

5. Enter the key words your main thought centers around.

6. What Action steps need to take place? Enter them on this side of the page below. Use the Action Trigger List for more actions.

7. What Questions need to be answered? Enter them on this side of the page below. Use the Question Trigger List for more.

ACTION TRIGGER LIST — SOLUTION ACTIONS

QUESTION TRIGGER LIST

Action	Question
Raise Money for New Kids Center Have Fun Raise $50,000 Create awareness of Need for Safe Centers	① REASON Who knows about Cause? What is "fun" to attendees? What will we charge?
Find a Central Location for Event Decide on Indoors or Out Find economical but attractive place	② LOCATION Where do most donors live? Can a hotel "Comp" Costs? How much Space is needed? How many people will come?
Meet With and Invite Local Celebrities Past Donors Contact and Invite Local Business Owners	④ GUESTS Are any Celebrities involved? Will people donate things? How will we reach donors? Which are top companies?
Music, a Band Good Food Create Inviting Atmosphere Impressive Host List On Invite	③ THE DRAW What is the entertainment budget? What will make it fun?! Who do people want to meet?
Contact Local Press Outlets (Radio/T.V.) Create Invitations Delegate Follow Up Calls to Volunteers	⑤ PUBLICITY When are press release deadlines? Who will print them? Who are our volunteers?
Prospect Business Owners for Donations Peoples Belief in Cause Draw a Large Crowd Raffle, Silent Auction Items	③ SUCCESS How much can we get FREE? Why should they give? What would people bid on?

By: Michelle Welsh

LeftBrain MindMap

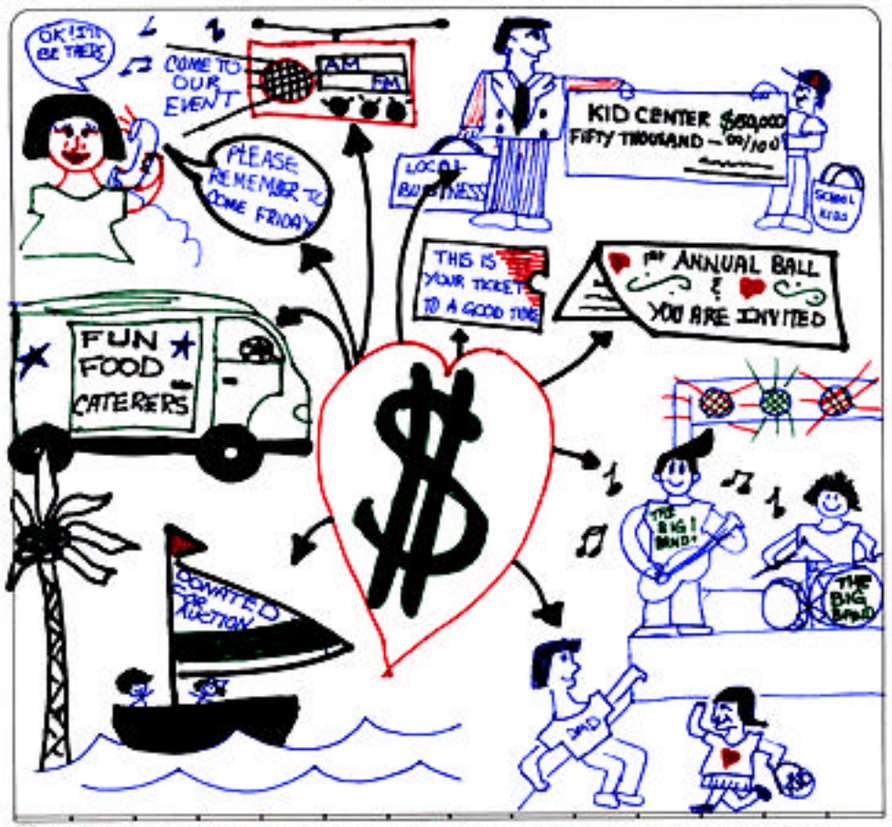
Patent pending. ©1995 MindLinks. All Rights Reserved. 1155 Camino Del Mar Suite 430 Del Mar, CA 92014

Mind Links

Event In Motion!!!

8. Picture in your mind images of your goal. Draw, sketch or mind map below. Or use this area for writing.

VISUALIZATION TRIGGER LIST



9. The thin box above can be used as a time line or goal thermometer. Start blackening in the thin box above from left to right.

10. Write down any ACTIONS or QUESTIONS that come into mind from the images above.

11. Set priorities in boxes on the left.

How will people get their tickets?
How much of the donation is tax deductible?

12. Execute the actions straight to your goal!

RightBrain MindMap

Patent pending. ©1995 MindLinks. All Rights Reserved. 1155 Camino Del Mar Suite 430, Del Mar, CA 92014

Mind Links