

Tutorial 61 Worksheet

My AI Community Event & Fundraising Planner

Step 1: Define Your Event or Drive

* What community event or fundraising drive are you organizing? (e.g., Library Book Sale, Park Cleanup, Charity Raffle, Food Bank Drive)

* My Community Event:

Step 2: Identify Your Key Administrative Needs

* Select the primary asset you need help creating today:

- * ☐ Master Event Execution Timeline
- * ☐ Fundraising Appeal Email or Letter
- * ☐ Volunteer Roster & Shift Schedule
- * ☐ Event Promotional Flyer Text & Social Posts

Step 3: Run Your Action Prompt

* Fill in the blanks and submit this prompt to your AI assistant:

"Act as my AI Community Event Assistant. Help me create a [Insert Asset Selected in Step 2] for our upcoming [Insert Community Event]. Target audience: [Insert Target Audience, e.g., local neighbors / previous donors]."

Step 4: Personalization & Delivery

* What local name, business sponsor, or neighborhood detail will you insert into the final draft before sharing?

* Personal Detail to Add:
