

A game night with a purpose.

Your two-page Lotería event planner. Print, write in your plans, and keep with your team.

01 Make the plan

Event / organization

Purpose / cause

Date / time

Venue / print deadline

Expected players / pairs

Different boards needed

Languages / accessibility

Project owner / contact

02 Give every task an owner

Task	Owner / initials	Time / deadline
Welcome / room setup		
Caller / language support		
Boards / print check		
Budget / records / wrap-up		

03 Before the first card

- ☐ Confirm venue rules and any local requirements before charging or offering prizes.
- ☐ Use permitted images; review labels and print one test page.
- ☐ Match the calling deck to the boards. Reprints are not new unique boards.
- ☐ Agree on the winning pattern, ties, pacing and optional language support.
- ☐ Keep a lower-attendance plan and confirm supplies, roles and deadlines.
- ☐ Afterward: count attendance, reconcile receipts and note what to improve.

Choose what your event needs

[Create a free draft](#)

[Education / nonprofit options](#)

[Printed sets](#)

Know what is left for the cause.

Use confirmed quotes. Write estimates first, then actual amounts after the event.

Currency: _____

01 Money coming in

Item	Planned	Actual
Confirmed donations / sponsorships		
Permitted event income		
Other income		
TOTAL INCOME		

02 All costs, including the small ones

Item	Planned	Actual
Game access / printing / markers		
Venue / equipment		
Refreshments / prizes		
Fees / permits / applicable taxes		
Other costs / contingency		
TOTAL COSTS		

03 Amount remaining

Total income - total costs = amount available for your purpose.

Planned: _____ **Actual:** _____

Illustration only: 400 income - 200 costs = 200 remaining, in the same currency. This is not a forecast, ticket-price recommendation or promise of proceeds.

Donated supplies / assumptions to verify: _____

Reviewed by / date: _____ [Read the fundraiser guide](#)