Right Person	Right Project
Who do they know?:	How will the gift be used?
Connection to the organization Connection to board, staff, or volunteers	Interests, hobbies, professional/personal experiences:
Affinity for the mission:	
Who should do the ask? Who should be there?	What incentives might encourage this gift?
Right Amount	Right Time
Prospect rating (if applicable):	Professional/personal status: (Sale of business, gain/loss of asset, or other factors that might affect timing of gift)
Gift history to organization:	
Other charitable giving:	Organizational needs: