# Data Import Format Specification for
# Special Event Records

| Field # | Field Name | Data Type | Maximum Length | Required Field? |
|---|---|---|---|---|
| 1 | Special Event Name | Text | 50 | Y |
| 2 | Description | Text | 255 | N |
| 3 | Beneficiary | Text | 50 | Y |
| 4 | Total Dollars Raised | Currency | 10 | Y |
| 5 | Event Date [A] | Date | 8 | Y |
| 6 | Company Level Code | Text | 20 | N |
| 7 | Coordinator Level Code | Text | 20 | N |
| 8 | Functional Level Code | Text | 20 | N |
| 9 | Donor Group Name | Text | 100 | N |

[A] Event Date should follow 'mmddyyyy' format.

**Other Notes**

- The file format is "tab delimited", indicating that all fields should be separated by a tab character.
- Field names may be included as the first row of the file, the first row of the file is optional.
- DO NOT include any formatting characters (for example, $9.00 should be written as 9.00, social security number 888-88-8888 should be written as 888888888).
- Fields are not required, unless specified in the Required Field column or in the footnotes.