

# DIY Fundraising Events

## Sample Checklist



### Step-by-step guide to help you organize your event.

- Identify specific type of event.
- Identify target audience and attendance goal.
- Identify target revenue goal.
- Set event date and time.
- Select a venue.
- Develop a timeline.
- Build a detailed budget, including all projected revenues and expenses, to meet target revenue goal.
- Form a planning committee. Give each committee member a specific responsibility such as invitations/flyers, food/Drink, setup and cleanup, publicity, speakers etc.
- Prepare flyers, invitations, programs, internet ads, and other printed materials needed.
- Send out invites and publicize your event through local media and websites.
- Record pledges and donations.
- Organize volunteers.
- Hold a meeting a week before the event. Distribute a final event sequence to each committee member and discuss assignments.
- Evaluate soon after event.
- After the event, send out thank you notes to everyone who helped out (Thank you notes can be downloaded and printed from our handout section).
- Send in donations, and write to share your story with us.



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## Sample Budget



TOTALS	ESTIMATED	ACTUAL	NOTES
Total Income	\$	\$	
Total Expenses	\$	\$	
<b>TOTAL PROFIT(LOSS)</b>	\$	\$	

EXPENSES	ESTIMATED	ACTUAL	NOTES
Venue	\$	\$	
Food/Drink	\$	\$	
Flyers/Invitations/Copies	\$	\$	
Postage	\$	\$	
Miscellaneous	\$	\$	
<b>TOTAL</b>	\$	\$	

INCOME	ESTIMATED	ACTUAL	NOTES
Admission/Ticket sales	\$	\$	
Donations	\$	\$	
Concession sales	\$	\$	
<b>TOTAL</b>	\$	\$	