



Do It Yourself 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.
- Send in donations, and write to share your story with us.