

FUNDRAISING EVENT CHECKLIST

More Than Six Weeks Before Event

- Choose event type and begin planning event structure
- Decide on event food and beverages, entertainment, etc.
- Choose event feature form of entertainment
- Appoint a host committee
- Print up invitations and programs
- Print up tickets and deliver to host committee
- Arrange catering, entertainment, parking, tents, chairs, etc.

Four to Six Weeks Before Event

- Deliver invitations
- Contact host committee to check programs
- Make personal calls to solicit attendees

Two to Three Weeks Before Event

- Contact host committee to check progress
- Make personal calls to solicit attendees
- Make follow-up calls for invitations
- Decide on decorations for event space, if any
- Solicit volunteers to work ticket/name tag table

One Week Before Event

- Contact host committee to check progress
- Last-minute ticket sales

Day Before Event

- Call caterer and other vendors to confirm
- Meet with host committee to collect checks or call to check on sales

Day of Event

- Collect all checks
- Set up ticket/name tag table
- Decorate space (if necessary)
- Hold event

Week After Event

- Pay final vendor bills
- Mail thank-you cards