

Fundraising Event Checklist

- Establish your goals
- Form your event team or committee
- Decide on roles & responsibilities
- Create a budget for the event
- Choose your venue and event date
- Identify who will emcee; book your speaker(s)
- Book your entertainment (if applicable)
- Decide if/how you will serve food (food trucks, caterer, potluck, etc.)
- Setup your registration system
- Advertise your event (consider social media, a webpage, paper flyers/posters, etc.)
- Consider fundraising before the actual event
- Hold your event
- Debrief with the team/committee to evaluate the event's success
- Send thank you notes