



Your Fundraiser Checklist

| Completed / Not Applicable | Need Help | Steps to Completing Your Fundraiser |
|-------------------------------|-----------|---|
| | | <p>Recruit Volunteers You will need help to pull off your fundraiser. Find willing volunteers to help you plan and execute your event.</p> |
| | | <p>Choose A Specific Type of Event You can select from the list of ideas in the provided Fundraising Packet, or choose one of your own. Keep in mind who your target audience will be, and gear event toward those who are most likely to attend.</p> |
| | | <p>Find A Venue Pick a suitable location to accommodate the size group you plan to attract. Allow room for expansion in incase of better turnout than expected. Plan accordingly for bad weather, especially for outdoor events. Always have a backup plan which allows for an indoor or tented alternative. Find out ahead of time whether or not your venue will allow outside food and beverage on their premises, or if you will be required to use their caterer.</p> |
| | | <p>Select A Date(s) Never choose a date which falls on a holiday. Weekends tend to draw the largest crowds. Many venues can be used free of charge, but if your venue charges a fee for use of their space, Saturday is always the most expensive.</p> |
| | | <p>Media Promotion (Press Release) Get the word out! We will help to prepare a press release, and then you send it out to all available media. This can go to newspaper, TV & radio. We will also help promote via our website and Facebook events/status pages.</p> |
| | | <p>Invite Guests (400 Guests in 4 minutes) Guests can include friends, family, neighbors, co-workers church associates, etc. Invites can be sent via mail, Facebook, or even e-mail.</p> |
| | | <p>Secure Raffle Prizes and Donations (You should personalize the donation request letter) Contact local businesses for prizes to be raffled off. Provide letter showing valid tax deduction for these donations. Use at any/all events.</p> |
| | | <p>Track Donations Good record keeping is essential. Track all donations in the provided Donor Log. This will make turning in funds at the end of your event easy, and you will have a listing of who to send thank you's to at the conclusion of your event.</p> |
| | | <p>Turn In Funds Turn in all collected funds to Fund It Forward.</p> |

For additional questions or assistance please visit our website.