



# Fundraiser Planning Checklist

Completed	Need Help	Steps to Completing Your Fundraiser
		<p><b>Choose A Specific Type of Event</b>            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 towards those who are most likely to attend.</p>
		<p><b>Find A Venue</b>            Pick a suitable location to accommodate the size group you plan to attract. Allow room for expansion in case of a 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 &amp; beverage on their premises, or if you will be required to use their caterer.</p>
		<p><b>Select A Date</b>            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><b>Media Promotion</b>            Get the word out! You can send out a press release to all available media. This can go to newspaper, TV &amp; radio. We will also help by promotion via our website.</p>
		<p><b>Invite Guests</b>            Guests can include friends, family, neighbors, co-workers, church associates, etc. Invites can be sent via mail, Facebook, or even e-mail.</p>
		<p><b>Secure Raffle Prizes &amp; Donations</b>            Contact local businesses for prizes to be raffled off. Provide letter showing valid tax deduction for these donations.</p>
		<p><b>Recruit Volunteers</b>            You will need help to pull off your event. Find willing volunteers to help you the day of your event.</p>
		<p><b>Track Donations</b>            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><b>Turn In Funds</b>            Turn in all collected funds to Fund It Forward.</p>

For additional questions or assistance please visit our website.