

EVENT CHECK LIST

Read through the Third Party Fundraising Guide

Confirm your event

- Pick an event to plan and host!

Set your fundraising goals

- Do you have a timeline?
- Familiarize yourself with the Tax Receiving Guide

Submit your Third Party Fundraising Event Application Form

- Include as many details as possible, and wait until you've been approved.

Recruit your friends and family to help you with planning

- Do you have a venue booked?
- Do you have equipment rentals booked?
- Do you have entertainment booked?
- Do you have the appropriate permits and licenses?
- Do you have the appropriate insurances?
- Do you have a risk management plan?

Recruit your friends and family to help you with promoting

- Do you have an online fundraising page?
- Do you need to create posters and flyers?
- Are you and your network sharing the fundraiser on social media?

Prepare materials for event day

- Registration lists
- Tickets
- Donation forms

Prepare for day of event(s)

- Are you posting event photos and updates on your social media channels?
- Are you thanking your donors?
- Is there a hashtag for your event?

Event follow up

- Thank your supporters
- Collect outstanding donations and submit funds within 30 days of event
- Contact sdash@disabilityfoundation.org with questions and for issuing tax receipts.

Celebrate your success!