

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 Receipting 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!**