



## Sample Event Planning Task/Checklist

*Here are some things that we thought might be helpful to you, as you plan your fundraiser!*

- Identify which type of event you wish to host and decide on your theme
- Set a target fundraising goal and decide which area/item you wish to support
- Choose a date & time
- Research, select, & book venue
  - Confirm responsibility of setup/tear down, and responsibility for any rental/clean-up charges incurred
- Create budget for event (*remember, when setting fundraising goal, you have to subtract expenses to calculate your net amount raised*)
- Submit Third Party/Community Event Form to [sarah@grovesfoundation.com](mailto:sarah@grovesfoundation.com) or in person at our office
- Identify and solicit sponsors, if needed
- Ask for help from Foundation to create your own unique online fundraising page (*with QR code*) or create your own offline donation tracking document
- Create/send out invitations to those you wish to attend
- Determine any rental needs
- Determine food & beverage needs, including dietary restrictions for guests/volunteers
- Determine entertainment needs
- Determine volunteer requirements & recruit as needed
- Decide on décor
- Read about tax receipting rules & regulations
- Create day of event agenda/run of show (*we can provide samples!*)
- Secure licenses, permits, and/or insurance (*needs to be done prior to promotion/selling tickets*)
- Promote your event/share story on social media, flyers, print media
- Send an email to your network to donate to your cause (*include your unique link*)
- Thank your sponsors, participants, and supporters
- Wrap up your budget/funds raised and reach out to Foundation to submit donations and/or book a cheque presentation.
- Celebrate your success and support of excellent rural health care at GMCH!

