Event Check-list

Getting started:

- ❏ Brainstorm fundraising ideas – refer to our event ideas to get started
- ❏ Confirm the date
- ❏ Book the venue
- ❏ Draft your budget and set your fundraising goals
- ❏ Submit your Event Agreement Form to the Georgetown Hospital Foundation
- ❏ Check to see if your event requires a special license from the city

Getting the word out:

- ❏ Create print materials such as invitations and posters to advertise your event
- ❏ Send event information to all of your contacts
- ❏ Advertise through email, social media and other media outlets

Logistics:

- ❏ List the suppliers you will need for a successful event (i.e. Entertainment, food, décor, audio visual, printing)
- ❏ Determine how many people you will need to help you execute your event and recruit volunteers
- ❏ Keep track of event guests, number of tickets sold, participants, etc.
- ❏ Develop your sponsor prospect list (if required) and review with the Foundation

Leading up to the event:

- ❏ Confirm event information with all suppliers
- ❏ Send out a reminder to all participants a week before the event
- ❏ Collect any outstanding money from ticket sales, registrations, etc

During the event:

- ❏ Assign your volunteers 'jobs' for the event. Have a team meeting or orientation before the event starts so everyone knows their responsibility
- ❏ Assign someone to be responsible for handling the donations
- ❏ Have fun – that's what events are all about!

After the event:

- ❏ Send thank you letters to all your supporters (participants, sponsors and volunteers)
- ❏ Book date for cheque presentation at the Georgetown Hospital Foundation
- ❏ Begin plans for next year's event!