



Fundraising Checklist

✦ Use this checklist as a guide to planning your event or create your own.

Event Name: _____

Date: _____ Location: _____

Planner(s): _____

6 MONTHS - 1 YEAR AHEAD

- Determine event goal, name, and location
- Determine event budget
- Identify vendors needed for your event
ex. Food, Décor, Audio/Visual, Entertainment, Speaker
- Select a volunteer committee to help in planning the event
- Begin promotional materials
- Develop sponsorship levels

3 – 6 MONTHS AHEAD

- Determine registration fees
- Create an email campaign or schedule to share your fundraiser
- Inform media contacts/local press outlets
- Create a custom event hashtag
- Post event on social media

2 MONTHS AHEAD

- Create event schedule
- Finalize vendors
- Venue logistics (ex. Parking, Registration, Signage)
- Continue promoting event
- Design and order t-shirts
- Recruit volunteers for day of event

1 MONTH BEFORE EVENT

- Order any items necessary
- Finalize all logistics and event schedule
- Train volunteers on their event responsibilities
- Complete guest list
- Send reminders to attendees

DAY OF EVENT

- Set up venue/event
- Verify all vendors are in place Thank sponsors and attendees at the event
- **Enjoy your hard work and have fun!**

POST-EVENT

- Thank everyone for participating
- Share final amount of money raised to supporters
- Ask for feedback & suggestions for next event

Please note: This checklist may not apply to your event or your event may have details and logistics not listed.



Questions? Email the DTRF team: info@dtrf.org