

EVENT PLANNING CHECKLIST

Here is a checklist to help you plan a successful event:

- Pick an event (barbeque, art show, concert, etc.)
- Set your fundraising goals
- Create a timeline
- Submit your Community Fundraiser Application Form
- Familiarize yourself with the Tax Receiving Guide
- Read through the Community Fundraiser Guide Book
- Recruit your friends and family to help you plan and support you on the event day
- Book a venue (community centre, restaurant, theatre, park, etc.)
- Obtain the appropriate permits and licenses (Special Events Permit, Liquor License, Gambling Event License, etc.)
- Obtain the appropriate insurances (venue, vendors, etc.)
- Book and confirm your event rentals (chairs, tables, speakers, etc.)
- Book and confirm your event entertainment (singer, DJ, speaker, etc.)
- Create posters and flyers
- Invite your friends, family, colleagues, sports teams, etc.
- Promote your event via social media
- Prepare your day-of materials (registration lists, agendas, tickets, name tags, pens, donation forms, etc.)
- Post event photos and updates on social media
- Thank your supporters via phone calls, cards, emails, etc.
- Collect all outstanding donations
- Contact RHF to drop-off your raised funds
- Complete and submit your Community Fundraiser Post-Event Summary Form

Don't forget to HAVE FUN and CELEBRATE YOUR SUCCESS!