

EVENT PLANNING CHECKLIST

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

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

