

Planning an Event/Fundraiser Checklist

Two Months or more from Event/Fundraiser

No event/Fundraiser should be planned any later than two months out. In order to make sure everything flows smoothly, the more time the better.

- Check the calendar for open dates to avoid scheduling conflicts. Put your date on the calendar as soon as possible to avoid someone else scheduling that date.
- Decide if you will need a vehicle and if it is available. If it is available then reserve it through the church office.
- Develop your team. The team approach to planning an event is the best way to make sure everything gets done. Have a meeting and divide up responsibilities.
- Figure out what your budget will be. (How much it will cost and how much you will charge. You want to cover all your expenses. This may need to be done with your team.) Some things your team will need to decide are:
 - *Date registrations are due – make sure you plan this due date in plenty of time to reach the due date set by the event, or facility you are using. An important thing to remember is that people commit at the last minute and so giving your self and extra week after the due date is important. That gives time for all registrations to get in.
 - *Job Responsibilities
 - *Theme in any
 - *Activities if you are planning the event from scratch
 - *Schedules
- Promotion will be your biggest advantage. Decide how and where you will publicize your event.
 - *Newspaper
 - *Bulletin
 - *Posters
 - *Invitations
 - *Postcards
 - *Website

One Month from Event/Fundraiser

- Begin putting whatever needs to be put together, together.
 - *If you are going to need packets of information for each person going
 - *Plates, cups, napkins etc. for a meal
 - *Table Favors if necessary
 - *Decorations if necessary
 - *etc.
- For those groups using the building, talk with Pastor Scott about what you will need. He needs to understand set up, tear down and timelines.

Two weeks from Event/Fundraiser

- Submit a check request to the church office for any checks you might need. Your check request needs to be in so it can be processed BEFORE you leave. If the check needs to be mailed earlier then the check request needs to be submitted earlier.
- Confirm your count of people. Check with your committee to make sure everything is getting done.
- Make sure everyone signed up knows dates and times.

One week from Event/Fundraiser

- If you need keys for a vehicle, contact the church office to receive those.
- Confirm that your check has been processed and received.
- Make sure all permission slips have been submitted or received.
- Confirm with the church office that the vehicle has been serviced.
- Make sure vehicle is filled with gasoline.

Day of Event/Fundraiser

- BE ON TIME! If you tell your group to be there at 8:00, be early. Be prepared to leave at the appropriate time.
- Don't leave anyone! Make sure you know exactly who is going so that no one gets left behind.
- If your function is at the church, make sure everything is prepared well in advance.

After Event/Fundraiser

- If your function is at the church, make sure everything is put away and you leave the building just as you found it, or better.
- Assess the pros and cons of your event and make note of what needs to be different for next time.
- Turn in all money collected to the church office, using an envelope and the proper form, in a timely manner. Be sure and follow all church policies.
- Turn in any keys.
- Please turn in any receipts for reimbursement to Church office within 30 days.
- Fill out Departmental Report and give to the pastor or other ministry to leader.