



### Before Your Event

- Decide on a fundraising event – see our Fundraising Event Ideas to get started
- Register your event with the Caritas Foundation by submitting a completed Event Proposal Form
- Determine how many people you will need to execute your event – if a large number of volunteers is required, consider forming a committee to delegate tasks to
- Reach out to volunteers – ask friends, family members, coworkers, teammates, etc.
- Identify your fundraising goal and create your budget
- Find a suitable location for your event (if choosing an outdoor location, plan a backup location)
- Schedule your event**
  - Confirm the booking of your venue
  - Find out if you need any licenses or permits
  - Assign task lists to your volunteers or committee members
  - Gather decorations and supplies (if applicable)
  - Decide on food and beverages – pay deposit (if applicable)
- Promote your event**
  - Send emails, make phone calls, talk face-to-face, post on social media
  - Make posters and look for places to put them up – try community bulletin boards
  - Send out invitations or sell tickets (if applicable)
- Collect pledges and donations – encourage other participants to collect pledges and donations (if applicable)
- Keep everyone up to date on your fundraising progress

### During Your Event

- Greet your volunteers and make sure they know their task for the day
- Have pledge forms available
- Have a float in case donors or guests need change
- Thank everyone for attending

### After Your Event

- Collect donations from participants
- Submit donations along with the completed remittance forms to the Caritas Foundations within 30 days of the event
- Send a 'Thank You' note to your donors, guests, sponsors and volunteers
- Send photos of the event to the Caritas Foundation – we would love to recognize your efforts on social media