



Steps to Success: Your Event Planning Checklist

You know how you're going to **fundraise**, now make your event a success with our handy checklist.

	<p>Secure your event: Set the date and book a venue. Give yourself plenty of time to get organized and avoid any big calendar clashes. Consider creating a budget to keep expenses on track.</p>
	<p>Set your goal: Set your fundraising goal – don't be modest, you may raise more than you hoped! Remember to share your goal with your contacts and invite them to donate.</p>
	<p>Shout about it: Register and customize your <i>Anything for Alzheimer's</i> webpage. Have a special connection to the Alzheimer Society of B.C. or people affected by dementia? Talk about it on your page to engage people with our cause – and remember to update it often to keep people connected. Remember to share the link on places like social media, newsletters and your email signature. You can also put up posters advertising your event and contact your local press.</p>
	<p>Gather volunteers: Consider how many you need. What roles will they play?</p>
	<p>Feed your friends: Decide if you will include refreshments – remember to take care when handling food and drink.</p>
	<p>Double your money: Ask your workplace if they have a Matched Giving program.</p>
	<p>Build the excitement: Send reminders and track RSVPs. Share your pre-event fundraising total to boost those donations.</p>
	<p>Shop, set up and decorate: Remember to order your Alzheimer Society of B.C. materials in good time to make your fundraiser a beautiful, branded event.</p>
	<p>Keep it safe, keep it legal: Think about accessibility and ensure money is secure.</p>
	<p>The big day: Have fun and take lots of photos, you're doing an amazing thing!</p>
	<p>Money matters: Record your revenue, then send in your donation and photos. Your webpage can be updated with both your photos and final fundraising total.</p>
	<p>Thank your guests and supporters: Remember those who provided food and gifts.</p>
	<p>Enjoy the pride! Share your success and inspire others to support the Society.</p>