



## Event Planning Checklist:

- Set the date
- Register and customize your webpage
- Promote your event
- Decide on fun fundraising activities
- Recruit some volunteers
- Decide on refreshments
- Send reminders and track RSVP's
- Shop, Setup and decorate
- Tally up your pre-event fundraising total to share with your guests
- Have fun at your party and take lots of pictures!
- Thank your guests
- Record your event revenue and send in your donation with some fun photos
- We'll update your event page with your photos and your final fundraising total.
- Share your success and inspire others!