

## **Checklist for Planning/Running a Fundraising Event**

### **1. Purpose**

- The reason for fundraising is known by the fundraising group, recreation committee, and council.
- The reason is known by the community.

### **2. Leadership/Volunteers/Community**

- Volunteers have been recruited.
- Tasks have been delegated (who does what by when).
- Everyone understands what they are to do.
- A local organizer is known by the committee and community.

### **3. Budget**

- A budget has been prepared.
- A record is kept of the costs.
- A financial statement is prepared after the event.
- Start up money is available if needed.
- Handling of incoming/outgoing money has been determined.

### **4. Facilities/Equipment**

- Facilities have been booked ahead of time.
- Setting up and cleaning up responsibilities are clear.
- All equipment and supplies have been purchased.

### **5. Printing**

- Tickets have been printed and distributed.

### **6. Advertising**

- A campaign has been planned and implemented well in advance.
- The community is aware of fundraising event.

*Source: Recreation Director's Handbook*

Manitoba Department of Fitness, Recreation and Sport, Norman Regions. How to Plan Successful Fundraising Events. Manitoba: Author.