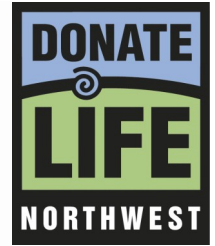


DIY Fundraising Events

Sample Planning Checklist

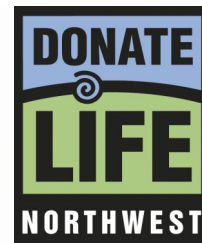


Step-by-step guide to help you plan your Gather for Good event.

- Identify the type of event you will host
- Identify who you will invite and set an attendance goal
- Set a revenue goal
- Set event date and time
- Select a venue for your event
- Develop a timeline for your event
- Build a budget
- Ask for help by forming a planning committee—delegate responsibilities
- Prepare invites, evites, flyers, emails
- Send out invites to your Gather for Good event
- Record pledges and contributions of those who cannot attend but are giving a gift
- Practice your speech
- Evaluate your event soon after event
- Send out thank you notes soon after the event
- Send in donations and share your success with Donate Life Northwest

DIY Fundraising Events

Sample Event Budget



TOTALS	Estimated	Actual	Notes
Total Income	\$	\$	
Total Expenses	\$	\$	
Total Raised	\$	\$	

EXPENSES	Estimated	Actual	Notes
Venue	\$	\$	
Food/Drink	\$	\$	
Invites/Fliers	\$	\$	
Postage	\$	\$	
Miscellaneous	\$	\$	
TOTAL	\$	\$	

INCOME	Estimated	Actual	Notes
Admission/Ticket sales	\$	\$	
Contributions	\$	\$	
TOTAL	\$	\$	

DIY Fundraising Events

Contribution Tracking Form



Contributor Name	Email	Address	Payment Type	Amount
			TOTAL	\$