

Event Name:

Event Date:

### Six to Twelve Months Prior

Date	Leader	Action	Completed	Notes
	Host	Review Guide to Fundraising		
		Establish the Date, Time and Location for your event		
		Develop your Event Fundraising page		
		Establish your committee		
	Committee	Establish regular meeting schedule		
		Set fundraising goals		
		Brainstorm and establish event		
		Establish next steps for each committee member		
	CFO	Develop Budget		
	Event Mgr	Determine Venue		
		Review site logistics: technical, permits, etc		
		Estimate volunteer needs		
	Hospitality	Determine menu and or refreshments		
	PR/COO	Develop Media outreach plan		
		Develop Fundraising Plan		
		Work with EF to establish online fundraising page		

### Three to Six Months Prior

Date	Leader	Action	Completed	Notes
	Host	Maintain contact with each committee member		
		Make sure all contracts and legal documents are acquired and signed.		
	CFO	Review Budget: revenue and expenses		
	Event Mgr	Create itinerary for event day		
		Create event day responsibilities for committee members and volunteer staff		
	PR/COO	Continue with outreach plan		
		Send invitations or post event flyers		
		Research available EF print materials and logoed items or swag		

### One Month Prior

Date	Leader	Action	Completed	Notes
	Committee	Conduct walk thru with vendors and location		
		Conduct logistics meeting with volunteers		
	Host	Review final task lists		
		Review event and fundraising goals		
	CFO	Review budget: fundraising and expenses		
		Review payment deadlines for venues and vendors		

	Event Mgr	Finalize Run of Show		
		Finalize list of materials needed for event		
		Finalize event day lists and assignments		
		Final walk through of venue/site and with vendors		
	PR/COO	Send last promotional push		
		Confirm guest list		
	Hospitality	Finalize and secure décor and menus		
<b>One Week Prior</b>				
<b>Date</b>	<b>Leader</b>	<b>Action</b>	<b>Completed</b>	<b>Notes</b>
	Committee	Final Review of Run of Show		
		Final Review of committee and volunteer assignments		
		Final Review of Guest List		
		Final Outreach/PR messaging		
		Final Walk thru		
<b>One Week After</b>				
	Host	Send EF Staff event close out information		
		Thank you's to committee and participants		
		Invoice Reconciliation		
		Submit any donations to EF		
		Send event Photos to EF		