

# Fundraising Checklist

## To begin

- Select a date to communicate event to participants  
Date \_\_\_\_\_
- Total Budget for fundraiser \$\_\_\_\_\_
- Monetary goal: How much you want to raise  
\$\_\_\_\_\_
- Write up a project plan
- List Committee members and their responsibilities
- Complete a W-9 form to ensure your proceeds are processed immediately (if applicable)
- Advertise, promote

## The event

- Execute the plan
- Keep communication flowing progress updates

## Post-event

- Market the success of fundraiser – acknowledge the people, businesses, etc. of those involved
- Set date for next fundraiser \_\_\_\_\_