

Fundraiser Planning Check List

Initial Planning

- Decide on a financial goal
- Decide on a product/service
- Establish a POC/Committees
- Formulate a plan
 - Identify key tasks
 - Choose a product vendor (if applicable)
 - Recruit volunteers
 - Identify required supplies
 - Formulate a budget
 - Formulate schedules (if applicable)
- Choose a date
 - Primary date
 - Alternate date
 - Check Unit Training Calendar
 - Check Installation events calendar
 - Check local schools calendars
- Choose a venue
 - Coordinate with facility management for date (consider possible events that conflict/support)
 - Reserve facility
 - Obtain and review facility use policies
- Obtain Command approval
- Submit Fundraising request to DCA Private Organizations (Karen Harwood 772-5844)
- Provide Preventative Medicine with POC , coordinate training (772-6404)
- Market event
 - Place information in FRG Newsletter month prior and month of
 - Include on monthly FRG Agenda
 - Communicate event at Command & Staff
 - Make Flyers/posters
 - Post early marketing materials in unit area
 - Installation/community media formats (if applicable)

Pre Event

- Check venue to understand layout and any special considerations
- Gather supplies
- Confirm volunteers attendance
- Review plan

Event

- Arrive early for set-up
 - Food supplies
 - Service supplies (plates, napkins, trash bag, buckets, hoses, hair nets, hats gloves etc.)
 - Cookware (if applicable)
 - Tables/chairs (if required)
 - Electronics (power strip, extension cords, CD player, etc.)
 - Cash box/change
 - Administrative items (approvals, volunteer schedule, contact numbers)
- Hang marketing tools
- Present a positive attitude
- Communicate goal and milestones to volunteers/customers
- Keep notes of success/challenges for AAR
- Clean up
- Remove marketing materials

Post Event

- Deposit funds raised
- Communicate event outcome to FRG/Command
- Compile and share AAR
- Recognize volunteers