

EVENT TIMELINE

Name of Event: _____

Date: _____

Location: _____



Task	Role	Timeline	Completed (Y/N)	Notes
Set Date and Location		3 months		Fill out Fundraiser Event Request
Create event group		3 months		Group of people to help with event & marketing
Set a fundraising goal		2 months		A goal will help you outline how much to charge, etc.
Create event plan		3 months		Type of event, food, theme, prizes, speaker, etc.
Choose fundraising method		2-3 months		Cover charge, ticket sales, raffle, % of sales
Market event		2 months and weekly updates/reminders		Facebook, email, flyers, media, invitations
Confirm logistics/vendors		1-2 months		Gather supplies, confirm with vendors, location, etc.
Day of check list		1 week		Group roles, day-of timeline
Reminder email for attendees		1 week		Finalize attendee list
EVENT DAY!		EVENT DAY!		Go time! Arrive early for setup and group meeting
Send out Post Event Email		1 week post		How much the event raised, thank you, etc.
Evaluation – Report to Painted Turtle		1 week post		Would you did it again? Make changes?
Thank yous		1 week post		Personalized notes are the best!