

# Fundraising Dinner checklist



- Gather your event committee
- Establish your fundraising goal
- Establish your event budget
- Choose a theme for your event
- Make a list of what is required from your venue & find it!
- Make a list of vendors (if required) & book them
- Source auction items or raffle prizes from sponsors or donors - such as local businesses!
- Promote & market your event via relevant social media channels, email, direct mail & contacts
- Establish what you want to happen at your event with your committee.
- Plan a programme for the event (optional)
- Run through the event prior to event day with event committee (& any relevant teams!)