

## Fundraising Event Action Plan

➤ **Planning Phase: *One year to six months before event***  
*During this phase you will be heavily engaged in goal setting and team building activities.*

<b>Task (example)</b>	<b>Date due</b>	<b>Status</b>
<b>Identify location and check availability</b>	<b>9/15/06</b>	<b>Done</b>
<b>Task</b>	<b>Date due</b>	<b>Status</b>
Identify purpose: fundraising, cultivation, recognition, education, other		
Select type of event and theme		
Identify audience		
Secure buy-in from your volunteer leaders		
Set initial goals: net profit, expenses		
Identify additional sources of revenue		
Research and determine date		
Identify location and check availability		
Identify and recruit chairs and co-chairs		
Draft chair and committee chairs, job descriptions and recruit volunteers for committees		
Prepare activity timetable		
Other		