



## EVENT PLANNING CHECKLIST:

### BEFORE YOUR EVENT:

- Brainstorm event ideas: themes, activities, guest lists, etc. Decide if you'd like the event to be big or small. Dinner parties can be intimate, with a few close friends, or a big event! No event is too small, and every dollar makes a difference.
- Feel free to add some activities to your evening to make the Dinner Party your own and a unique experience for you and your guests. Consider add activities such as a garage/closet sales, auction, arts and crafts, board game tournament, card game tournament, concert or talent show, picnic, dance, drive, theme party, clothing swap, celebrity guest, anniversary/wedding/birthday party, or consider asking a corporation to match the revenues generated through your event. The night is yours!
- Create an invite list
- Determine how many helpers you will need
- Determine your budget and shopping list (recommended menus are below)
- Think about your event location (your house, a restaurant, a unique venue, etc.)
- Schedule your event, enlist the help of entertainment, cooks, rentals, etc.
- Use our templates (link to invite and thank you) or create your own stationary.
- Contact [fundraising@calgaryhomeless.com](mailto:fundraising@calgaryhomeless.com) to register your event, or call 403.718.8537 and let us know your ideas! We'll send you a promotional package with a video, donation cards and promotional materials to display.

### DURING YOUR EVENT:

- Set up media required to display the CHF video
- Assign an individual or collect materials to handle donations and cash storage
- Have donation cards for cash or cheque donations of \$20 or more, and/or have a laptop set up to your fundraising page for online donations. Please ensure all information is filled out so we can issue tax receipts.
- Display promotional materials and donation cards.

### AFTER YOUR EVENT:

- Thank your volunteers and attendees
- Compile the donations and forward to the Calgary Homeless Foundation office within two weeks of your event. If you have cash or cheque donations please make arrangements to drop off or have us pick them up.

#### **Calgary Homeless Foundation**

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