

Planning a Fund-Raiser or Program

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- Begin your planning as far in advance of the event as possible. (Six months is not unreasonable.)
- Determine the purpose of the event (fund-raiser or program or both) and who the expected audience is (members only vs. general public).
- Know your community (avoid schedule conflicts; be in tune with residents' interests).
- Assess and arrange for the necessary space to hold your event.
- Assess your material needs (tables, chairs, decorations, refreshments, signage, lighting and sound system, supplies—including money for change—for registrar and/or cashier, etc.).
- Determine how many volunteers you'll need and exactly what they'll be responsible for.
- Figure out your likely expenses and decide how you're going to cover them.
- Publicize the fund-raiser or other event in as many ways as you possibly can and as inexpensively as you can.
- HAVE FUN!!!

Afterward...

- Examine and evaluate what worked and what didn't.
- Write thank-you notes to EVERYONE who helped with your event.