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!!!