Fundraising Event Checklist

You can use this Checklist as a template for building your event plan. This foundation should be personalized to meet your event's specific needs.

☐ Gather your team and begin brainstorming ideas and themes.

☐ Create a working event plan for your fundraiser.

☐ Set a budget and fundraising goal.

☐ Read SASC's Third Party Fundraising Terms and Conditions.

☐ Fill out your Third-Party Fundraising Application on the SASC website.

☐ Review and utilize the SASC Third-Party Fundraising Toolkit.

☐ Apply for all necessary licenses and permits if applicable.

☐ Purchase necessary supplies for the event or ask for them to be donated in-kind.

☐ Promote your event before and during the event. Provide "last call" reminders for your participants to donate.

☐ Forward proceeds from the event to SASC within 30 days of the completion of the fundraiser.

☐ Make sure you show your appreciation! Thank your participants by sending them an email or a letter.