



Fundraising Event Planning Checklist

01

Determine fundraiser's purpose and goal

- How much is the target amount to raise?
- Who is the target audience?

02

Establish a budget

- Identify sources of funding
- List down items and expenses needed

03

Finalize Logistics

- Determine time and venue
- Identify transportation services

04

Develop marketing plan

- Finalize messaging and branding
- Determine distribution channels for promotion
- Identify potential partners or sponsors

05

Building a team

- Identify roles and responsibilities for fundraising
- Recruit volunteers
- Assign tasks

Event Planning Guide Template Charity

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