CFC Special Events
Basic Checklist

☐ Determine Date and Time:
- Schedule speaker, or attraction theme
- Schedule room/space, allow enough time for set up if necessary
- Sound systems, video equipment, any special setup – check availability
- Permission conflicts- other events, routine meeting/activities that could take attention away

☐ Room/space to be used, amenities:
- Proximity to bathrooms
- Parking if necessary
- Handicap accessibility
- Directions, already available? Easy to follow?

☐ Invitation/Notice info preparation, distribution:
- List of invitees, individuals / groups / public
- Invitations, announcements, flyers, email or other, make sure you have:
  who, what, when, where, how to get more info and rsvp number
- Responses to whom? How to collect info: just numbers? Names?
- Invitations/flyers – how many? Inform the dept., floor, building, the public, etc.

☐ Food, raffles, incentives:
- Food: caterer, in-house order, outside order to be picked up: purchased or prepared by you and/or others – *determine amount needed and/or establish an RSVP cutoff*
- Raffles: prizes – solicited within agency, or maybe crafts, baked items
- Vendor donations, local restaurants or merchants
- Allow time for solicitation, collection of items

☐ Helpers – recruit for invitation/flyer distribution, raffle/door prize solicitation, collection, day of event set up, clean up

☐ Decorations – Is there a theme? Are purchases necessary?

☐ Confirmations: Day, time place speaker, special equipment welcome, event start, introductions, who to do? Photos to be taken? Who is the photographer?

☐ Pre- and post- publicity: who to write up or post re: newsletter, photo captions, bulletin boards, coffee room info? Have you contacted the media?

☐ Day of event: Set up, oversight of activities, timetable, clean up

☐ Thanks to all involved: Notes, calls, emails, photos, etc.

Please Note: In all approved special fundraising events the donor must have the option of designating to any participating organization or federation OR be advised that the donation will be counted as an undesignated contribution and distributed according to these regulations.