

Sample Event Action Plan

- Choose your fundraiser
- Organize your committee
- Confirm the date
- Book the venue
- Choose a fundraiser theme
- Draft your budget and set your fundraising goals
- Submit your Fundraising Agreement Form to Trillium Health Partners Foundation
- List the suppliers you will need for a successful fundraiser (i.e. entertainment, food, décor, audio visual, printing)
- Develop your sponsor prospect list and review with the Foundation (be sure to secure handling and delivery of any gifts you receive, including sponsorship, cash donations, and gift-in-kind donations)
- Create print materials to advertise your fundraiser
- Send fundraiser information to all of your contacts
- Recruit volunteers
- Keep track of guests, number of tickets sold, participants, etc.
- Confirm fundraiser information with all suppliers
- Send out a reminder to all participants the day before the fundraiser
- Include us in any social media posts

 [TrilliumHealthPartners](#)

 [Hospital: @THP_hospital](#) | [Foundation: @ THP_foundation](#)

 [@trilliumhealthpartners](#)

- Collect any outstanding donations and determine total amount
- Send thank you letters to all your supporters (participants, sponsors and volunteers)
- Book date for cheque presentation with the Foundation
- Begin plans for next year's fundraiser!