Planning Fundraising
❑ *Activities – sell products/services*
❑ *Events*
❑ *Combination*

Modify to suit most Fundraising Events.

Program Action	Person Responsible	Months								Activity or event	Follow up
		8	7	6	5	4	3	2	1		
❑ Determine fundraising needs.		▓	▓	▓							
❑ Establish a budget.		▓	▓	▓							
❑ Identify available resources and the resources required to meet fundraising goals.				▓	▓						
❑ Figure out logistics including a hazard and risk management.				▓							
❑ Organize volunteers.						▓	▓	▓			
❑ Publicize the event.						▓	▓	▓	▓		
❑ Conduct the fundraiser.										▓	
❑ Manage funds in a businesslike manner.									▓	▓	▓
❑ Recognize volunteers and contributors.										▓	▓
❑ Evaluate the effort.											▓
❑ Ensure continuity for future fundraising efforts.											▓

This type of table can be replicated for each stage with more detailed tasks. This acts as both a checklist of things to be completed and a timeline to ensure the correct sequence and timing of the planning and preparation is completed.