



# Fundraiser Checklist

Adapted from InItLive.com



International Foundation for Gastrointestinal Disorders ([www.iffgd.org](http://www.iffgd.org))

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**IFFGD is not liable for any fundraisers it does not put on itself. These are just suggestions, please make sure you are within the legal guidelines of a contract/agreement wherever you decide to host your fundraiser**

- Determine the purpose of this event
  - Determine the cause you are promoting
  - Decide if this event is to raise money or to gain a larger network of supporters
  - Decide if this event is for larger crowds or a small group of familiar supporters and donors.
- Set your Fundraising goal. (The amount you plan to raise after expenses are deducted)
  - How much money are we trying to raise?
  - Is this goal achievable: Start low and adjust as needed
- Create a budget for the fundraiser
  - Venue rentals
  - Staff
  - Print materials
  - Food and drinks
  - Entertainment
  - Transportation
  - Security
  - Utilities
  - Permits and licensing
- Create a Planning Committee
  - Leader: oversees all responsibilities
  - Marketing team: Helps spread awareness and contacts donors
  - Vending Planner: Contacts venue/vendors for the day of the event
  - Sales Team: Managing donations/fees/overall budget
  - Technology manager: Makes sure all equipment is tested and ready
- Determine what type of fundraiser you want to start based on your budget
  - In-person Event
  - Walk-a-thons, bike-a-thons, bowl-a-thons, etc.
  - Raffle
  - Silent auction
  - Concert
- Virtual Event:
  - Use an online platform (Facebook, Mighty Cause, GoFundMe)
- Create a Host Committee
  - Decide on a chairperson
  - Find wealthy donors in your area
    - Leaders of local businesses
    - Local Celebrities
- Determine the Audience for your event
  - If hosting at a venue- Determine how many guests can attend
  - Decide if this fundraiser is open to everyone or a select group of individuals
- Call the venue (If hosting at a location)
  - Reach out to local companies to see if they can host the event
  - Obtain a permit for your location (Usually the venue you have rented has this information)
- Decide on date, location, and time
  - Call Venue to book
  - Mark event on your calendar
  - Determine start and an end time of your event
- Plan/Set-up the event
  - What food and drinks will be served?
  - Will there be entertainment?
  - What attire is required to attend?
  - Create an itinerary for the event
  - Create posters/flyers

- Spread Awareness/market event and let others know about your event
  - Who will be responsible for making sure others are aware of your event?
  - Post on social media
  - Send out Flyers
  - Post signs in the neighborhood
  - Reach out to local businesses for support
  
- Sales
  - Is there a registration fee to participate in this event?
  - Is there an extra charge to be considered a V.I.P?
  - How will tickets be distributed?
  - Who is responsible for organizing the incoming information?
  
- Practice your Fundraising event
  - Make sure everyone is aware of their responsibilities/ where they should be
  - If hosting virtually, make sure the equipment has been tested ahead of time.
  
- Send out Thank-You notes
  - Make sure to send out thank-you notes to everyone involved in your event
    - Contributors
    - Volunteers

- Staff
- Vendors

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#### **About IFFGD**

The International Foundation for Gastrointestinal Disorders (IFFGD) is a 501(c)(3) nonprofit education and research organization. We work to promote awareness, scientific advancement, and improved care for people affected by chronic digestive conditions. Our mission is to inform, assist, and support people affected by gastrointestinal disorders. Founded in 1991, we rely on donors to carry out our mission. Visit our website at: [www.iffgd.org](http://www.iffgd.org).

#### ***IFFGD***

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#### References:

<https://www.initlive.com/blog/nonprofit-event-planning>