

## Planning Checklist

You've picked the event, date, time and location. Now it's time to start planning!

### Before the Event:

- Need some help? Ask friends, family and colleagues to give you a hand in the planning and execution of your fundraiser - assign everyone with a specific role
- Create a budget and make sure to track your expenses and revenue
- Ask local vendors or businesses for cash sponsorships or in-kind donations
- Ask, ask, ask! Ask friends, family and colleagues to support your fundraiser by making a donation and helping you to fundraise for your cause
- Check out our **online event postings** resource for ways to promote your event
- Make sure any materials using the Sinai Health "In Support of" logo are approved before you start using them

### During the Event:

- Ask, ask, ask! Ask friends, family and colleagues to support your fundraiser by making a donation
- Have Sinai Health materials available for your participants
- Thank everyone for supporting you
- Have fun! Take time to enjoy seeing all of your hard work and efforts come together

### After the Event:

- Send **thank you emails/letters** to your donors, participants, sponsors and volunteers
- Share photos on social media and send us photos
- Track your expenses and revenue
  - Let us know how the event went!
- Please don't mail cash. If you have cash donations, make out a cheque to Sinai Health Foundation. You can mail the cheque to us along and email a copy of the **tax receipt log** to [shfevents@sinaihealth.ca](mailto:shfevents@sinaihealth.ca). Make sure to include all donor contact information so we can mail their charitable tax receipt. Please submit this information 30 days after your event
- Share your feedback! We welcome your thoughts on how we can best support our community event organizers