

Fundraising Planning Checklist

Step 1: Set Your Fundraising Goals

- Define your financial goal: \$ _____
- Determine non-financial goals (e.g., raise awareness, engage the community):

Step 2: Identify Your Team Members

Assign key roles such as:

- Event Coordinator: _____
- Marketing Lead: _____
- Volunteer Manager: _____

Step 3: Create a Budget

Estimate costs for the following:

- Venue: \$ _____
- Marketing materials: \$ _____
- Supplies: \$ _____
- Miscellaneous: \$ _____

Total Budget: \$ _____

Step 4: Develop Your Timeline

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Set key dates for milestones:

- Event launch: _____
- Marketing start date: _____
- Volunteer onboarding: _____
- Event date: _____

Step 5: Plan Your Marketing Strategy

Choose marketing channels:

- Social Media Platforms: _____
- Email Campaign Start Date: _____
- Local Partnerships to Pursue: _____

Step 6: Monitor Progress

Track your progress:

- Total funds raised so far: \$ _____
- Number of participants/donors: _____
- Marketing performance metrics (e.g., social media engagement): _____

Final Tips for Success

Fundraising Planning Checklist

- Stay flexible and adjust your strategy as needed.
- Always follow up with participants and donors to thank them for their support.
- Collect feedback to improve future events.