

## Special Event Planning Checklist

### How to Plan Your Special Event

#### Step 1: Assemble a Team:

There are hundreds of people who volunteer year after year for the Federated Health Charities Campaign – they are your best recruits!

#### Step 2: Choose your event type:

Events can take time to plan and execute, so consider the effort required versus the benefits (team building, collaboration, ministry engagement, funds raised) when choosing your event type.

#### Step 3: Set Your Fundraising Goal:

Set a realistic and measurable financial goal.

#### Step 4: Choose a date, time, venue:

Consider what else is happening in your ministry, agency, or community?

- Any special holidays or likely increased absences from the office?
- How much planning and promotion time do you need?
- Did you leave yourself enough time to wrap everything up, gather, tally and deposit your donations?

#### Step 5: Sponsorship/Donations:

If your event requires materials or services (i.e. prizes, venue rentals, printing materials, etc.), reach out to local businesses to have them support your event.

#### Step 6: Promotion:

Utilize branch townhalls, newsletters, Sharepoint/Teams channels & chats, and emails. Put posters up in high traffic areas in your offices. Send an Outlook invite.

#### Step 7: Event Execution:

Create a day-of-event plan with assigned tasks for your committee as well as volunteers that will assist with your event.



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**Step 8: Post-Event Thank You:**

Say THANK YOU to everyone that participated and supported your event, make sure to let them know how much you appreciated their support.

**Step 9: Settle the Funds:**

Collect all necessary documentation (pledge forms, receipts, etc.) and deposit all funds prior to June 30, 2026.