

# Event Planning Checklist

## 5-12 months before event

- Decide on the type of event you would like to organize
- Recruit a volunteer event planning committee
- Register your event with CAMH Foundation
- Research the costs associated with your event
- Create your budget, showing expenses and revenue
- Set up a regular meeting with your committee
- Secure your venue
- Order supplies
- Send letters out to people/businesses for sponsorship or donations
- Create your fundraising event webpage to share

Due Date	Assignee
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## 3-5 Months Before Event

- Develop your invitation list
- Create and send out materials to promote your event
- Invite local celebrities (e.g., Mayor)
- Recruit additional volunteers if needed

Due Date	Assignee
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## 1-3 Months Before Event

- Contact local newspapers, radio stations, companies with digital signs to promote and provide coverage at your event
- Arrange photography/videography for the event

Due Date	Assignee
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## 1 Week Before Event

- Confirm your location and any set-up details
- Contact any suppliers to confirm deliveries/pick-up
- Connect with volunteers to provide detailed info

Due Date	Assignee
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## Day of Event

- Arrive early to set up, and take care of any last-minute details that may arise
- Record all donations, ticket sales and deposit funds

Due Date	Assignee
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## Post Event

- Pay all outstanding expenses
- Send proceeds and photos to CAMH Foundation
- Send out thank-you letters
- Begin planning for next year!

Due Date	Assignee
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