

## **Tips for Hosting Your Own Fundraiser**

1. Start brainstorming and planning for the event well in advance. Be creative and have fun!
2. Decide on the type of event you want to plan. Make sure to evaluate the event based on its complexity, number of people required to host the event, your target market, community appeal, etc.
3. Discuss the Third Party Event idea with the Health Care Foundation Office
4. Prepare a realistic budget. Decide on the cost of admission fees, ticket sales, etc. Review your budget frequently.
5. Decide on the date, time and location. Consider the other event that might be taking place during the same time period.
6. Keep good notes of what has been accomplished and what still needs to be done.
7. Check into insurance requirements and arrange for necessary licenses and permits well ahead of the event.
8. Make a list of tangible items (tables, chair, linens, sports equipment) that will be needed for the event.
9. Decide where items will be bought/rented/borrowed from and who will arrange to buy/pick-up/return them.
10. Design a poster! The sooner the event is advertised, the better the chance for success.
11. Reach out to local media for support in promoting your event.
12. Confirm with all key individuals, volunteers, venue, etc. by phone a week to ten days prior to the event.
13. Make sure event volunteers understand what they are expected to do.