



## FUNDRAISING TIMELINE

Suggested key milestones for planning your fundraiser

TIME PRIOR TO EVENT	TASK
12+ weeks	Set fundraising goals (for example, fundraising dollars needed or people served)
12+ weeks	Determine fundraiser planning roles (for example, Overall Event Lead, Food Preparation, Volunteer Coordinator, Communications, Fundraising/Finance Lead)
12+ weeks	Determine budget and estimated expenses
12 weeks	Determine event date and location
8 weeks	Send out initial save-the-date announcements
4 weeks	Second round of event announcement and reminder
1 week	Final event reminder
12-2 weeks	Secure raffle items for event (if applicable)
2 weeks	Determine estimated head count for event
2 weeks	Purchase or rent equipment (griddles, tablecloths, etc) for event
2 weeks	Ensure equipment is operational (e.g. griddles) and do a test run
1 week	Purchase food & beverages for day of event

