**FSH Society Fundraiser Timeline – Template**

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| **When** | **Task** |
| 4-6 Months Prior |
|  | Name the event/determine event objectives |
|  | Invite people to join committee |
|  | Make a communications plan with the FSH Society |
|  |  |
| 4+ Months Prior |
|  | Committee meets, 1st meeting |
|  | Select a date. Make sure no conflict with major holidays, etc. |
|  | Determine Committee Member assignments |
|  | Research venues – capacity, rental costs, catering, etc. |
|  | Create the budget  |
|  | Identify and solicit potential sponsors |
|  | Draft Save the Date card; arrange printing |
|  | Invite any guest speakers, etc. |
|  | Committee forwards names/emails/addresses for Save the Date |
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| 3+ Months Prior |
|  | Committee meets, 2nd meeting |
|  | Committee begins to solicit auction gifts, sponsorships etc. |
|  | Mail Save the Date card |
|  | Set up event website/blog/Facebook page, etc. to get the word out |
|  | Follow-up with sponsors, confirm successful sponsorships |
|  | Plan media strategy, assign tasks: who will write press release, who will collect media contact info |
|  | Determine food needs (how much/what is needed) |
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| 1-3 Months Prior |
|  |  |
|  | Draft and arrange production for invitation |
|  | Line up event volunteers (students, family, etc.) |
|  | Identify and solicit potential food donors |
|  | Follow-up with food donors, confirm successful donations |
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| 2 Months Prior |
|  | Committee meets, 3rd meeting |
|  | Mail Invitations |
|  | Draft an event program day schedule |
|  | Write draft press release, have people review it |
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| 4-6 Weeks Prior |
|  | Committee meets, 4th meeting |
|  | Finalize press release and media list |
|  | Fine-tune event day schedule / figure out volunteer tasks |
|  | Send out press release. Follow up with media, interviews, etc. |
|  | Prep auction, journals, etc.; make final calls |
|  | Decide on needs for decorations |
|  | Plan for rental of any linens, serving items, plates/napkins etc. |
|  | Inquire about sales tax exemption; provide vendors with documentation |
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| 2 Weeks Prior |
|  | Committee meets, 5th meeting |
|  | Meet with volunteers, review tasks assignments |
|  | Meet as needed to nail down final details |
|  | Confirm food and entertainment |
|  | Send reminder eMail to invitees |
|  | Make media follow-up calls as needed |
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| 1 Weeks Prior |
|  | Committee Meets, final meeting |
|  | Final counts |
|  | Finalize Seating Charts  |
|  | Make final arrangements for decorations |
|  | Print publicity materials, signs, displays for auctions, etc. |
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| Day Before |
|  | Print out guest list for sign-in table |
|  | Ensure checks are ready for entertainment, catering, etc if required |
|  | Deliver decorations and publicity materials to event venue |
|  | Reminder eMail to invitees |
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| Day Of |
|  | Set-up/decorate |
|  | Coordinate food pickups (if necessary) |
|  | Meet with all vendors (catering/AV/etc ) as they arrive for last minute instructions |
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|  |  |
| **EVENT !!** |
|  |  |
| Post Event - Within 2 Weeks Post |
|  | Send thank yous to EVERYONE. IMPORTANT!!! Sponsors, community partners, volunteers, committee members |
|  | Debrief session. What worked, what didn’t. Lessons learned for next year. |
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**We are big fans of GoogleDocs and encourage you to set up your own detailed event timeline and other shared documents (budget; venue research, guest lists, etc.) in GoogleDocs. This is an extremely convenient, free tool to ensure the entire event team is up to date and stays on task. No more wasted time emailing divergent versions of your event documents!**