**FSH Society Fundraising Event Logistics Checklist**

Date updated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Overview** | | |
| √ | Event Chairs / contact |  |
|  | Name of Event |  |
|  | Date and time |  |
|  | Location |  |
|  | Expected # of attendees |  |
|  | Attire |  |
| **Details / Logistics** | | |
|  | Nature of event & activities |  |
|  | Special guests |  |
|  | Target audience |  |
|  | Printed material |  |
|  | Merchandise |  |
|  | Audio/visual requirements |  |
|  | Auction items |  |
|  | Volunteers/ staffing |  |
|  | Volunteer training |  |
|  | Sponsors |  |
|  | FSH Society/BOD attendance |  |
|  | Directions to venue / parking |  |
|  | Signage |  |
|  | Onsite contact information |  |
|  | Master list of attendees |  |
|  | Name badges |  |
| **Finances/ Insurance** | | |
|  | Draft and maintain a budget (use template) |  |
|  | Event liability insurance? |  |
|  | How will sales be transacted & managed? |  |
|  | Ticket pricing |  |
|  | Total estimated expenses |  |
|  | Contingencies (costs) |  |
|  | Total FSH Society expenses |  |
|  | Cash bank |  |
|  | FSH Society expenses due at event |  |
|  | Estimated gross & net revenue |  |
|  |  |  |
| **Marketing/publicity plan** | | |
|  | Mailed invitations |  |
|  | FSH Society website page |  |
|  | Event website |  |
|  | E-mail blast to FSH members |  |
|  | Media outreach contact list |  |
|  | Press release |  |