**FSH Society Picnic Fundraiser Event Checklist**

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| **One Month Out**  |
| √ | Event Date & Time  |  |
|  | Event Location  |  |
|  | Create Event Budget |  |
|  | Guest List  |  |
|  | Menu  |  |
|  | Event Schedule  |  |
|  | Follow FSH Society Social Channels  |  |
|  | Contact FSH Society w/ Event Details  |  |
| **Two Weeks Out**  |
|  | FSH Society Introduction Script |
|  | Send Evite Reminder  |  |
|  | Prepare Printed Materials |  |
|  | Initial Headcount  |  |
|  | Table & Chair Rental  |  |
|  | Audio/Visual Requirements |  |
| **One Week Out** |
|  | Final Headcount |  |
|  | Finalize Event Schedule  |  |
|  | Create Donation Station  |  |
|  | Grocery/Beverage List  |  |
|  | Contingencies (costs) |  |
| **Day of Event** |
|  | Nametags |  |
|  | Event Set Up  |  |
|  | Practice FSH Society Intro |  |
|  | Set up Donation Station  |  |
|  | Food and Drink Prep  |  |
| **Post-Event** |
|  | Send Thank You Notes |  |
|  | Send FSH Society Event Recap  |  |
|  | Send FSH Society Event Photos  |  |