

Fundraiser Planning Timetable

Week 1

- Notify _____ you are planning the event
- Invite several people to join an event committee
- Hold a conference call of your committee to start planning the event

Week 2

- Finalize prospective donor list
- Begin with invitations/solicitations

Week 3

- Hold a conference call of your event committee and finalize all planning and logistical issues for the fundraising event
- Fax a draft of the event plans to your committee
- Begin follow up phone calls to prospective donors

Week 4

- Continue with follow up phone calls
- Begin to prepare name tags
- Give final count to caterer
- Review your event flow and checklist of things to remember

Event

Week 5

- Send thank you letters to donors and the candidate
- Review donations and ensure that they correspond with commitments
- Make follow-up calls for outstanding commitments
- Review budget, prepare accounting for event committee
- Deliver outstanding commitments that you collected to candidate's campaign office