



Pre-Event Checklist

- Run through your script, presentation, and day-of timeline.
- Verify all tech equipment is functioning properly.
- Confirm your volunteers understand their duties and have any necessary equipment.
- Provide your team with a schedule and FAQ sheet.
- Check-in with your vendors to ensure they're running on time and have what they need.
- Set up your registration/check-in table.
- Ensure your seating chart is up to date with all registered attendees.
- Arrange a table for on-site donations.
- Check your signage list and floorplan to ensure all decor and signage is on-site.
- Decorate the venue with your signage and decor.
- Test donation pages, text-to-donate, and QR-code donation options.
- Schedule a social media post for the start of your event.



Post-Event Checklist

- Confirm all of your attendees have left.
- Clean up the venue after your event.
- Collect any of your signage and decor.
- Secure any cash or check on-site donations.
- Ensure any raffle prizes or auction items have left with the correct attendee and make a list of items remaining.
- Create a post-event summary and follow-up resources.
- Send out thank-you messages to your supporters.
- Provide a post-event survey for volunteers and attendees.
- Organize your receipts and donation totals for your budget.
- Schedule an event debrief with your team.
- Share highlights from your event on social media.