



## Event Planning Checklist

This checklist will help you keep track of your event planning. Please keep in mind every event is unique, and this checklist is intended for reference only.

### **Before**

- Define the fundraising goal of the event
- Determine the type of event
- Examine the legal and safety regulations related to the event
- Obtain the necessary permits and license for all activities
- Book a venue appropriate for the event
- Choose a date for the event
- Budget and financial planning
- Enlist and train volunteers for the day of the event
- Express interest to Habitat for Humanity Manitoba
- Promote the event and ensure all materials with the Habitat name/logo have been approved
- Purchase the décor, food and other applicable supplies for the event
- Reserve for equipment rentals
- Source in-kind donations for prizing and other event supplies
- Draft an event agenda

### **During**

- Prepare guest list, name tags, extra parking maps, press kits and Habitat collaterals
- Make logistical arrangement on the delivery of event supplies and catering
- Display relevant permits
- Assign someone in charge of donations
- Secure a representative from Habitat to speak, if necessary

### **After**

- Collect the funds
- Follow up with any outstanding payments for venue, equipment rentals, catering, etc.
- Thank donors and participants
- Compile all of your donation forms, pledge forms and monies collected, send the donations to Habitat for Humanity Manitoba Office no later than two weeks after the event