



Here are a few event planning tips and helpful considerations to bring your dream event to life!



## 1. Set Goals and Determine Your Vision

There are so many opportunities to put your generosity and energy into action! The best way to get started is to determine your vision and set your fundraising goals. What do you hope to achieve? What is your fundraising goal?



## 2. Recruit Help

Successful events are run best by a group of people dedicated to the mission and vision of the event. You are sure to enjoy planning your event with people who are energetic, outgoing and willing to put their generosity to action! Define the roles and responsibilities that need to be accomplished and ask your volunteers to help you tackle specific tasks.



## 3. Determine Logistics and Plan

Now that you have your group of passionate and energetic volunteers, determine the logistics for your event. When and where will your event take place? Which supplies do you need? What is your budget for event expenses? Creating a timeline that includes tasks with deadlines and role definitions for volunteers will help lead you through the planning and execution process of your event.



## 4. Promote

Tell everyone you know about your event! Utilize social media accounts, press releases, and community news channels to spread the word. Connect with your local chamber of commerce or community development associations. Local organizations, such as places of worship, civic organizations and schools, are great resources and places to promote your event.



## 5. Host Your Event

This is the main event, everything you have worked so hard to bring to life! Utilize your timeline and create a checklist to ensure you have the supplies, resources, and people you need to host your successful event. And most importantly, have fun while doing so!



## 6. Celebrate!

You did it! Your dream was made a reality through the hard work and dedication of you and your volunteers. Take the time to identify your successes; thank your volunteers, sponsors and donors; and communicate your event accomplishments to your community and to TMS.



## 7. Wrap Up and Debrief

Gather any outstanding donations, check-in with your volunteers and hold a final meeting to evaluate the event. What went well? What could be changed to improve the event? What feedback did you hear from donors, event attendees, or sponsors? Make sure to recognize and thank everyone for their hard work!