



Fundraising Event Checklist

Name: _____

Address: _____

Email: _____

Phone: _____

Event Name/Location: _____

Event Date: _____

Event Benefitting: _____

How do you want the National MPS Society to direct money raised?: _____

Have you received the F/R Guide to Events? Y N

Have you received the 3 Fundraising policies? Y N

Do you want to be a Society Sponsored Event? Y N (if yes, answer the following questions)

Will you require reimbursement? Y N (New events cannot be reimbursed till close of the event unless authorized in advance by National MPS Society. In order for an exception to occur, the National MPS Society must have already received donations that exceed 75% of the reimbursement request. A maximum of 25% of the proceeds can be requested.)

1. T-shirts Y N
2. Web site Y N
3. Budget Y N
4. Stamp pad for Checks Y N
5. FEDEX Return check Envelopes (3 business day) Y N

Do you have a budget? Y N

Do you have Volunteers? Y N

Do you have Event Insurance? Y N (event insurance could be necessary for a Society Sponsored Event)

Event Insurance Addendum completed? Y N (see attached addendum)

Alcohol present at event? Y N (separate insurance policy for alcohol provided by Host and a copy given to the National MPS Society and to the venue)

Publications/Marketing? Y N (branding use to be approved by the National MPS Society)

Social Media, will you be publicizing your event on Social Media – Facebook, Twitter? Y N

Do you need help with promotions on Social Media? Y N

Email reminder: The Society would like to share your story! Can you please provide a summary of your event and include some photos for Society use at the end of your event.

Additional Information to share:

This form is a tool used by staff to support a Fundraising Event. References used to create this checklist form were made available from Network for Good and the “Online Fundraising Manual”, published online by the Network for Good.