

# Simple Printable Checklist for Nonprofit Fundraising Event

This checklist provides a streamlined view of all essential tasks for organizing a nonprofit fundraising event, organized by timeline.

Timeline	Task
3 Months Before	Set goals and objectives for the event.
3 Months Before	Create a detailed budget and allocate funds.
3 Months Before	Choose a date and secure a venue or online platform.
3 Months Before	Develop sponsorship packages and reach out to sponsors.
3 Months Before	Build a team and assign roles for coordination.
2 Months Before	Launch a multi-channel marketing campaign.
2 Months Before	Send invites to speakers and key participants.
2 Months Before	Confirm vendors (catering, AV, etc.).
2 Months Before	Create promotional materials and event branding.
2 Months Before	Recruit volunteers for event day support.
1 Month Before	Finalize event schedule and program details.
1 Month Before	Send reminders to attendees and team members.
1 Month Before	Test donation and payment processing systems.
1 Month Before	Double-check all logistical needs (seating, parking, etc.).
1 Month Before	Prepare post-event follow-up materials.
Event Week	Set up venue, check equipment, and prepare check-in stations.
Event Week	Run through the event program with team members.
Event Week	Welcome guests and ensure smooth check-in.
Event Week	Encourage donations with visible prompts and announcements.
Post-Event	Send thank-yous to sponsors, volunteers, and guests.
Post-Event	Analyze outcomes and document lessons for future events.