

# To-Do List

Use this to-do list to help you stay organized throughout your event planning.

5-12 Months Before Your Event	Person Responsible	Deadline	Complete
Decide the type of event you would like to organize			<input type="checkbox"/>
Register your event with St. Michael's Hospital Foundation			<input type="checkbox"/>
Recruit a volunteer event planning committee			<input type="checkbox"/>
Select a date and time for your event if applicable			<input type="checkbox"/>
Determine a budget detailing your revenue and expenses			<input type="checkbox"/>
Research any special permits, licenses or insurance needed for the event			<input type="checkbox"/>
Secure your venue, if applicable			<input type="checkbox"/>
Set a regular meeting with your committee			<input type="checkbox"/>
Start sponsorship solicitation to local businesses			<input type="checkbox"/>
Start sharing your fundraising page			<input type="checkbox"/>

3-5 Months Before Your Event	Person Responsible	Deadline	Complete
Determine your guest list			<input type="checkbox"/>
Invite potential speakers or presenters			<input type="checkbox"/>
Create and send out materials to promote your event			<input type="checkbox"/>
Recruit volunteers			<input type="checkbox"/>
Confirm any audio/visual requirements			<input type="checkbox"/>
Confirm your catering needs and vendor, if applicable			<input type="checkbox"/>

1-3 Months Before Your Event	Person Responsible	Deadline	Complete
Promote your event to local newspapers, coffee shops and on social media, etc.			<input type="checkbox"/>
Arrange for photography, if applicable			<input type="checkbox"/>
Confirm all vendors and collect invoices, noting due dates			<input type="checkbox"/>

1 Week Before Your Event	Person Responsible	Deadline	Complete
Confirm your setup details with the venue			<input type="checkbox"/>
Contact any suppliers to confirm deliveries/pick up			<input type="checkbox"/>
Connect with volunteers to provide detailed information and an event day schedule			<input type="checkbox"/>
Create an agenda to help you stay on track on event day			<input type="checkbox"/>

Day of Your Event	Person Responsible	Deadline	Complete
Give yourself time to set up before guests arrive			<input type="checkbox"/>
Ensure all your volunteers and speakers are present and aware of their roles			<input type="checkbox"/>
Record all donations, ticket sales and deposit funds			<input type="checkbox"/>
Remove your equipment and materials and clean up			<input type="checkbox"/>
Post on social media and tag St. Michael's Hospital Foundation @stmichaelsfdn			<input type="checkbox"/>

After Your Event	Person Responsible	Deadline	Complete
Pay all outstanding expenses			<input type="checkbox"/>
Send proceeds to St. Michael's Hospital Foundation			<input type="checkbox"/>
Share photos with St. Michael's Hospital Foundation			<input type="checkbox"/>
Send out thank you letters to guests and sponsors, as applicable			<input type="checkbox"/>
Start planning for next year			<input type="checkbox"/>