

THIRD PARTY EVENTS ORGANIZING YOUR EVENT



You have decided to organize an event and raise money for the Hospitals of Regina Foundation. Thank You! Now What?

If you don't know where to start, we have compiled a checklist of things for you to think about when planning and organizing your event. Depending on the type of event, not all will apply.

- Form a planning committee
- Determine a coordinator/chair
- Brainstorm and choose an event
- Set goals: raise X\$, sell X# of tickets, increase awareness, etc.
- Complete an [Event Proposal Form](#) and submit it to the Hospitals of Regina Foundation. Our special event coordinator will contact you within seven business days to review and answer any questions.
- Decide on roles/tasks for committee members
- Identify positions for committee members, such as *finance, volunteer coordinator, promotions, prizes, sponsorship, decorations, entertainment, food, registration, ticket sales*, etc.
- Choose a venue and date
- Determine legal, insurance, liability and permits you may require
- Work with our development coordinator to determine a plan for tax receipts
- Recruit volunteers
- Develop a publicity/promotion plan
- Solicit sponsors
- Invite participants
- Decide how money will be collected and handled
- Create a supply checklist for the event
- Create a 'Day of the Event' agenda
- Lay out how the venue will be set up
- Organize help for set up and clean up
- Send thank you notes
- Wrap up and evaluate
- Have fun!