

COMPLEX EVENT CHECKLIST – FUNDRAISER/PHILANTHROPY EVENT

Event Name:

Date of Event:

Benefiting Organization/Agency: _____

SSI Organization Account:

- ☐ Walk me through your idea of your event.
- ☐ What is the budget of the event?
- ☐ Are you aware of the SSI fundraising policy?
- ☐ What is the entrance fee for the event?
- ☐ How will you be collecting money? Cash, Venmo, ticket sales, etc.
- ☐ When will you be dropping off and depositing the money?
- ☐ How is the event being advertised?
- ☐ How will you be checking people into the event?
- ☐ Who is the intended audience? Will non-WCU members be present?
- ☐ What is the capacity and how will you keep track of that?
- ☐ If outside, is there is rain plan?
- ☐ Will you need speakers or mics for the event?
- ☐ Will you be contracting any vendors for the event? DJ, inflatable, performer, etc.
- ☐ Do you have a list of volunteers and their duties for the event?

- ☐ Do you have a run of show for the event?
- ☐ What are your maintenance/facilities/grounds needs?
- ☐ Will you be having outdoor amplified sound?
- ☐ Will you be having food at your event?
- ☐ Would you like to schedule a follow-up meeting as we get closer to the event?
- ☐ Are there any accessibility issues to be aware of at your event?