



YOUR 3rd Party EVENT CHECKLIST



Creating an event to raise awareness and funds for pancreatic cancer research is an exciting and fulfilling experience. With the right preparation you're sure to reach your fundraising goals and have a great time doing it! We're eager to help turn your idea into a smashing success and your event checklist is the perfect way to begin planning.



WHAT TYPE OF EVENT?

Personalize a popular fundraising idea or create an event from scratch. Talk to friends, family and colleagues to find an event idea that really excites you and provides an opportunity for others to get involved!



WHEN?

Select a date that allows sufficient time to plan, send invitations and promote. Make sure your venue is available and your key guests will be able to attend. Create a list of everything that needs to be done before your event and try working back from the date of the fundraiser.



WHERE?

Book a venue that can accommodate the number of people you're inviting and a location that is easily accessible including necessary parking. If you plan to set up tables and seating or provide entertainment or DJ, determine equipment and space needs.



WHO?

- Create an invite list of family, friends and co-workers. Does the venue accommodate the number of people you hope to attract?
- Organize a committee or recruit a couple enthusiastic, dedicated family members or friends with a variety of skills to share the responsibilities and help you execute your plan smoothly. Assign a volunteer and completion date for each task. Be sure to communicate your goals to all those involved.



HOW?

Set a fundraising goal, budget and begin fundraising early! By carefully taking your event expenses into consideration, more of your donors will see results from each donation.

Questions? Contact Sarah Banks, Development Coordinator
(310) 473-5121 or email sbanks@pancreatic.org.

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