

## Virtual Event Check-list

### Getting started:

- Brainstorm fundraising ideas – refer to our event ideas to get started
- Confirm the date and time of event
- Draft your budget and set your fundraising goals
- Set up your fundraising page on the virtual events website  
*<https://secure.qgiv.com/event/wesupportgh/>*

### Getting the word out:

- Send event information to all of your contacts
- Advertise through email, social media and other media outlets
- Share your event marketing materials with GHF to share on our social media, email blasts, etc.

### Logistics:

- List the suppliers you will need for a successful event (i.e. Entertainment, food, décor, audio visual, printing)
- Determine how many people you will need to help you execute your event and recruit volunteers
- Keep track of event guests, number of tickets sold, participants, etc.
- Develop your sponsor prospect list (if required) and review with the Foundation

### Leading up to the event:

- Confirm event information with all suppliers
- Send out a reminder to all participants a week before the event with event details (ex. Zoom link)
- Collect any outstanding money from ticket sales, registrations, etc
- Do a tech check to make sure all the technology you need to run the event is working smoothly

### During the event:

- Assign your volunteers 'jobs' for the event. Have a virtual team meeting or orientation before the event starts so everyone knows their responsibility
- Use tools like Facebook or Instagram live to stream the event for viewers to watch live
- Have fun – that's what events are all about!

### After the event:

- Send thank you letters/emails to all your supporters (participants, sponsors and volunteers)
- Book date for cheque presentation with the Georgetown Hospital Foundation
- Begin plans for next year's event!