



- 1.) **Establish a goal/purpose for your event.** Before you even begin to plan your event, you need to think about why you are doing it and what you hope to achieve by having it.
- 2.) **Determine what type of event you want to organize.** Decide what type of an event will be most appropriate and enjoyable for you, your friends, your family, and your community. It is important to choose an event that will catch people's attention and attract the most volunteers and participants.
- 3.) **Determine the fundraising components of your event.** How will you raise money? Auctions, raffles, corporate sponsorships, individual donor gifts, ticket sales, and registration fees are all ways in which you can raise significant funds for BIDMC.
- 4.) **Prepare a budget.** Establish your fundraising goals and develop a list of expenses that you may incur throughout the planning process. Always think about what you can have donated to keep your expenses at a minimum.
- 5.) **Confirm a Date.** It takes a minimum of 6 months to organize a successful event. Give yourself enough time to plan all of the logistical details and to publicize it appropriately. Avoid scheduling an event on a holiday, holiday weekend, or on the same day as another major event.
- 6.) **Fill out the [BIDMC Special Events Proposal Form](#) and sign the [Agreement and Guidelines document](#).** Anyone fundraising for Beth Israel Deaconess Medical Center needs to complete this pre-event paperwork and have it approved by the BIDMC Office of Development before beginning to plan their event. By filling out this paperwork, you are enabling us to provide you with the support and guidance that you deserve.
- 7.) **Form a Committee.** Form a committee of your closest friends, family, colleagues, and community members to help you manage the logistics involved with event planning. Delegate projects amongst your committee members. Your committee will provide the leadership and assistance you need to organize and execute a successful event.
- 8.) **Select a location.** When searching for a venue, consider the type of event you are planning and what would enhance your unique fundraiser. Your Development Office contact can assist you with venue selection.
- 9.) **Develop a timeline.** Once you have decided on the type of event, the theme, date, location, and committee, developing a timeline is the next step. It is important to map out what needs to be done and when. A timeline will help you keep track of who is responsible for what and when it needs to be completed. *A sample timeline is attached in this booklet.*
- 10.) **Thank You!** Be sure to thank all of your supporters, committee members, sponsors, etc. in a timely fashion (two weeks or less).