

# Steps to a Successful Fundraising Event

**Choose something that interests you, and then create an event around it.** Almost any interest or hobby can be turned into a fundraiser! The more you enjoy what you are working on, the better the event will be.

**Assemble a planning committee.** Whether this is friends, family, or co-workers, you will want to get together a group of people you know that you can depend on. The more support you have, the more successful you will be.

**Plan your budget and establish an achievable fundraising goal.** This is especially important in an event's first year. Whether you are planning to raise \$500 or \$20,000, you want to make sure that you have the plans in place to realistically reach your goal.

**Schedule your event.** Choose a date, location, and time to hold your fundraiser. Be sure not to schedule around any major holidays, and give yourself as much time as you will need to make the event a success.

**Promote your event.** Even if you do not have a large budget for this, there are many ways to publicize your event. Social Media outlets such as Facebook, Instagram and Twitter, posting flyers, listings on online bulletin boards and event calendars, email communications, church bulletins and community publications, and word-of-mouth are all great, free ways to promote your event.

**Hold the event and have fun with it.** Once all funds are collected, contact the hospital to coordinate next steps, particularly if you would like to do an official check presentation.

**Thank your supporters.** From your committee members to your sponsors, to your event attendees, make sure everyone knows how much you appreciate their support! Be sure to spread the word about how much you raised.



**St. Joseph's Health**  
FOUNDATION

[StJosephsHealth.org](http://StJosephsHealth.org)

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