

Thank you for joining us in being the national voice for the 1 in 3 people in Canada living with diabetes or prediabetes.

The following checklist is a guide to help you build your event. Please keep in mind every event is different, so not every item may apply. We have left some space for you to include your own items.

5-12 months before

- Decide on the type of event you would like to organize
- Register your event on diabetes.ca/fundraise and set your fundraising goal
- Determine entertainment needs
- Determine food and beverage needs
- Send out letters to businesses for sponsorship or donations
- Secure a venue and insurance. When selecting a venue be sure to take into account accessibility (barrier-free access, public transportation, parking, etc.)
- Make a list of all your projected expenses and sources of revenue (see the **Budget Template**)
-
-

2-5 months before

- Order supplies for your event
- Create and share posters and social media posts to promote your event
- Create an invitation list or recruit team members to join your fundraiser
- Contact local media outlets to promote and cover your event
- Encourage your network to share your fundraising page or promotional materials
- Consider accessibility needs for your event (activities, speakers, signage, or audio and video elements)
-

Week of event

- Create a 'day of' agenda
- Brief all involved on the day
- Confirm all supplies and vendors
-
- Send a reminder to registered attendees and share contact information for questions and accessibility requests
-
-

Day of Event

- | | |
|--|--|
| <input type="checkbox"/> Collect any cash/cheque donations and fill out the Offline Donation Form so donors can receive tax receipts | <input type="checkbox"/> Share that you will still be collecting donations online post-event |
| <input type="checkbox"/> Assess your set-up for accessibility: clear, barrier-free pathways; easy-to-read signs; cables secured; chairs provided with reserved accessibility seating | <input type="checkbox"/> Get to the venue early and leave more time for tasks than you think you will need |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |

After the event

- | | |
|--|---|
| <input type="checkbox"/> Thank your sponsors | <input type="checkbox"/> Review your event and any recommendations for the future |
| <input type="checkbox"/> Thank your volunteers | <input type="checkbox"/> Plan for the following year |
| <input type="checkbox"/> Thank your supporters and donors and let them know how much was raised | <input type="checkbox"/> |
| <input type="checkbox"/> Send any cheques with the Offline Donation Form to Diabetes Canada | <input type="checkbox"/> |
| <input type="checkbox"/> Send photos and videos to Diabetes Canada (fundraise@diabetes.ca) | <input type="checkbox"/> |

We're here to help!

We want your fundraiser to be a **HUGE** success and one that you are proud of. A Diabetes Canada representative can help you in many ways.

What Diabetes Canada **can** help with:

- Idea generation and event planning guidance.
- Providing printable materials.
- Regional promotion support.
- Providing a letter of endorsement.

Unfortunately, we are **not** able to help with:

- Raffle and lottery licenses
- Expense reimbursements or funding
- Event permits or liability insurance
- Sending media advisories and press releases

Questions? Contact us at fundraise@diabetes.ca