

Tips on How to Create and Host a Dinner Fundraising Event

Set a Goal and Create a Budget

- What is your fundraising goal and budget
- Do some research and find out how much people would be willing to pay for tickets
- Consider a “Give Back Night” at a local favorite restaurant
- Consider a theme/special guest

Consider Creating a Committee to Help with the Following

- Location/decorations
- Entertainment /program
- Silent Auction
- Entertainment
- Set up /breakdown

Select a Venue/Date/Time for Your Event

- If you know someone in the restaurant business, ask them first – most people are more than happy to donate their space or a reduced rental rate
- Ask if there are days of the week that cost less
- Is there a percentage of food/beverage that will be given back to you (Give Back Night)
- Consider food (buffets are less expensive and less formal)
- If a private event, think about what to do with leftovers – can they be donated
- Can you have entertainment or a small program to raise awareness about CdLS
- Will there be a special guest/family to honor and who can talk about CdLS and the Foundation

Once the Date and Time Location are confirmed, Create Your Online Event/Fundraising Campaign (Using the CdLS Foundation’s Donation Link)

- Highlight the event details: date/time/location/any information you can provide about the event
- Make it personal; tell your story
- Use fun photos to engage your donors
- People can register or purchase tickets online
- Share this information with the Event Manager at the Foundation – they can help with the following:
 - Creating an event flyer to promote your event to the CdLS Community
 - Creating your GiveButter page/with ticket sales if needed

Identify Your Potential Donor Network

- Share your link to your event/fundraising campaign with family, friends, co-workers, neighbors, and those in your contact list, asking them to participate and support your event and the CdLS Foundation

Follow-Up – Keep Your Event Top of Mind

- Send an initial email to your contacts two months before your event, including the link to your fundraising page.
- **One Month Before** - Contact the Event Manager at the Foundation to send awareness items/stickers/swag
- Send a reminder email two weeks before the event, including the link.
- Gather and organize items you will be bringing to the event at least a week before
- Prepare remarks/program if needed

Day of Your Event

- Get to the venue at the agreed-upon time to begin set-up/decorations/sign-in table
- Have fun and take plenty of photos/videos

Say Thank You!

- Within a few days of the event, email all your participants, sponsors, and donors a thank-you email. You can keep track of who donated through your fundraising campaign page
- Send an email with photos/videos of the event a week afterward and let them know they can still donate

Have fun with it, and know we are here to support you every step of the way.