

Event Checklist



Getting Started

8-10 weeks in advance of your event:

- Select a venue for your event and determine your target number of guests.
- Set a time and date.

Outreach

6-8 weeks in advance of your event:

- Set a fundraising goal, and activate your personal fundraising page to begin raising money to meet your goal.
- Finalize the invite list, making sure to invite at least two to three times as many people as you would like to attend your event.
- Send out invitations to your event.

Event Logistics

4-6 weeks in advance of your event:

- Decide what food and drinks you will be serving at your event.
- Determine who will be speaking during your event and whether you would like to request a Habitat NYC representative to speak, if available.

Final Steps

1-3 weeks in advance of your event:

- Prepare a brief introduction to kick off the event program, sharing your personal connection to Habitat NYC.
- Review Habitat NYC's key talking points for ideas and tips on messaging.
- Print donation forms, signs, and any other materials you will use during the event.

Post-Event Follow Up

1 week following your event:

- Send thank you notes to all of your event attendees.
- Include a link to your fundraising page in your thank you's in case any attendees want to donate after the event.
- Return completed donation forms to Habitat NYC – Mail or drop off to:
Habitat NYC c/o Heather Deal
111 John Street, 23rd Floor
New York, NY 10038

Resources

We will provide the following resources to help you plan and carry out your event:

- ✓ Fundraising webpage
- ✓ Habitat NYC talking points and branding elements
- ✓ Habitat NYC informational materials and video download
- ✓ Donation forms
- ✓ Social media and email message templates
- ✓ DIY photobooth props