

Affiliate Special Event Checklist



Pre-Event Checklist

- Our committee has read the Affiliate Policy and Procedure Manual AND the Affiliate Special Events Fundraising Manual.
- 10 week prior to the planned event, the Affiliate Special Event Application Form has been submitted to the MCF Program Officer for Local Community Foundations.
- The Special Event Budget Form has been filled out and submitted to MCF.
- A meeting with MCF's Database Manager and the LCF Program Officer has been scheduled.
- Marketing materials for the event have been approved by MCF.
- Special Event Insurance, if required. Forms have been sent to MCF.
- A plan has been made for payment to vendors.
- W-9s for vendors have been filled out and sent to MCF.
- In-Kind Contribution Forms are being used, copied, and sent to MCF.
- If a raffle is planned, or ANY sort of gambling activity, MCF has been notified and special procedures have been discussed, and special approval has been acquired.
- We have acquired a licensed vendor/caterer for serving alcohol.

Post-Event Checklist

- Within 7 days of the event, the Affiliate Special Event Revenue Tracking Form has been filled out accurately and reflects the exact donations received.
- All event-related costs/invoices have been submitted to MCF for payment.
- A meeting with MCF's Database Manager and LCF Program Officer has been scheduled to reconcile the special event's revenue.
- We have identified in which fund the revenue from the special event should be placed.