

**Fundraising Timeline Example**

*Courtesy of NEWH/Washington DC Metropolitan*

Spring Event Deadlines:

* October 21, 200X – fundraising committee kick-off meeting November 12, 200X – sponsorship and solicitation meeting December 2, 200X – letters to be sent out no later than today January 10, 200X – send Save the Date for event
* January 20, 200X – Thank You letters for Silent Auction items
* February 14, 200X – send Save the Date for event
* March ??, 200X – event caterer information due (money and menu?? tbd) March 3 – 12, 200X – prepare HD Magazine ad
* March 1, 200X – Sponsor donation deadline (money sent in, name and information to send tickets, sponsorship level, company logo, company ad, name and contact information of who sent donation). this is to be sent to chapter Treasurer only
* March 1, 200X – $4,500 due to Kemper office (request check at February board meeting) March 15, 200X – look for invitations
* March 15, 200X – HD Magazine ad deadline
* March 15, 200X – ad for Official Kemper program deadline
* April 15, 200X – $4,500 due to Kemper office (request check at March board meeting) April 15, 200X – invitations to be sent out
* April 15, 200X – e-mail broadcast for cookbook fundraiser
* May 1, 200X – pick up tickets at Kemper office May 1, 200X – programs and banner to be printed May 1, 200X – HD Magazines to be delivered
* May 15, 200X – tickets to be sent out no later than today May 15, 200X – e-mail broadcast for cookbook fundraiser June 8, 200X – Spring Event
* June 30, 200X – Thank You’s to be sent out no later than today
* July 15, 200X – Cookbooks to be sent to people July ??, 200X – Cook-off party for Cookbook September 15, 200X – Silent Auction Save the Date October 15, 200X – Silent Auction Save the Date November 15, 200X – Silent Auction Save the Date December 10, 200X – Gala
* 1st Quarter NEWHsletter – Silent Auction article with list of recipients, Kemper Save the
* Date, Cookbook information
* 2nd Quarter NEWHsletter – Kemper Save the Date, Cookbook information
* 3rd Quarter NEWHsletter – All Kemper acknowledgments, cookbook information, silent auction save the date
* 4th Quarter NEWHsletter – Silent Auction items, fundraiser thank you letter for the year

Spring Event Miscellaneous:

* We will provide taxi service signs and contact information for people who will be and may be unable to drive a vehicle
* We will not announce “last call for alcohol”

The following is the result of input from a preliminary critique of the 2002 Kemper Open NEWH

2002 Fundraiser. It is meant to provide a guideline for planning future events and is subject to change and improvement