

INDEPENDENT FUNDRAISING EVENT CHECKLIST

Before the Event:

- Decide the details of your event
- Read the Independent Fundraising Event Guide
- Complete the Independent Fundraising Event Application
- Create an online Fundraising Page for your event (optional)
- Complete the Gift Advantage Calculation Template (if applicable)

During the Event:

- Collect donor information (name, address, contact) for those requiring charitable tax receipts

After the Event:

- Complete Financial Summary Spreadsheet (if any charitable tax receipts are required)
- Complete Pledge Forms (if applicable)
- Update Gift Advantage Calculation Template (if applicable)
- Provide KGH Foundation with funds & all supporting documentation