EVENT PLAN

Thank you so much for your support of Cure4CF Foundation, we hope you have a great experience raising funds toward a cure for cystic fibrosis. Here is a guide to help you get started on your event planning.

FOUR MONTHS PRIOR TO YOUR EVENT

- Decide what type of event you are going to hold and choose a date to hold it on.
- Fill out the Cure4CF event registration and email it to info@cure4cf.org.
- Research price for venue and other costs.
- Ask friends, family or work colleagues for help. Maybe you can form an event committee.
- Start building support for your event by letting your family and friends know in advance about what you are doing.
- Set your budget – try to keep your fundraising costs under 30%.
- Identify areas where you may be able to source items to be donated or parts of your event that could be sponsored.
- Send proposals to organisations who could support you.

THREE MONTHS PRIOR TO YOUR EVENT

- Follow up your sponsors to see if they are able to support your event.
- Secure venue and other vendors.
- Start to build your guest list.
- Design your invitations and flyers etc.
- Please forward any promotional material you are developing to Cure4CF for approval if our logo is included, Email to info@cure4cf.org

TWO MONTHS PRIOR TO YOUR EVENT

- Send out your invitations, don't forget to include your RSVP date.
- Organise how you are going to execute your event with support of volunteers.
- Send a media release to your local media.

ONE MONTH PRIOR TO YOUR EVENT

- Send details and any last minute correspondence to your guests.
- Follow up with local media

TWO WEEKS PRIOR TO YOUR EVENT

- Confirm venue and all suppliers.
- Update volunteers on the event details and tasks assigned.

DAY OF THE EVENT

- Have fun and celebrate the role you have played in being part of the cure for cystic fibrosis airway disease.

AFTER YOUR EVENT

- Collect all of your donations and deposit your funds with Cure4CF Foundation.

Event Planner Guide Templates

JS Bruner

Event Planner Guide Templates:

Event Planner Guide Templates Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the ability of words has are more evident than ever. They have the capability to inspire, provoke, and ignite change. Such may be the essence of the book **Event Planner Guide Templates**, a literary masterpiece that delves deep to the significance of words and their affect our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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