



# Fundraiser Checklist

## Are you planning a fundraiser in support of The Hospice of Windsor and Essex County?

*Raising funds for Hospice is simple and fun!*

Use our Event Checklist to help get you started:

- Decide on the type of the event you want to host and set your goals
- Choose your event date(s) and time(s)
- Contact our Hospice to let us know about your great event!
- Reserve any event space or rentals and purchase your supplies
- Create flyers, use email, and social media to let potential sponsors and attendees know about your event!
- Sell tickets and recruit volunteers for your fundraising event
- Have a great event!
- Bring any funds raised to Hospice for a cheque presentation and photo opportunity - we can't wait to celebrate with you!



Have questions? We would love to talk! Give us a call at 519-974-7100 and ask to speak to a member of our Fundraising and Events Team, or email [events@thehospice.ca](mailto:events@thehospice.ca)