

SAMPLE TO-DO LIST AND TIMELINE

	✓	TASK	DATE TO BE COMPLETED	NOTES
PLANNING TASKS	<input type="checkbox"/>	Determine type of campaign/event and personal fundraising goal		
	<input type="checkbox"/>	Create Fundraise for CRS campaign page		Edit text to tell personal story about passion for CRS and its mission
	<input type="checkbox"/>	Recruit event planning committee		
	<input type="checkbox"/>	Identify potential supporters		Use network map (optional)
	<input type="checkbox"/>	Create promotional materials, plan and schedule		Use CRS logo and images available on Fundraise for CRS dashboard
	<input type="checkbox"/>	Plan event activities and logistics. Provide details below.		Venue, food, entertainment, etc.
	<input type="checkbox"/>			
FUNDRAISING TASKS	<input type="checkbox"/>	Publicly launch Fundraise for CRS page		Make the first donation to kick-start giving
	<input type="checkbox"/>	Post first reminder on social media		
	<input type="checkbox"/>	Send an update to friends, family and coworkers		Be sure to recognize people who have already contributed
	<input type="checkbox"/>	Other promotion activities. Provide details below.		See promotional plan and schedule
	<input type="checkbox"/>			
	<input type="checkbox"/>			
FOLLOW-UP TASKS	<input type="checkbox"/>	Send personalized thank you notes to donors	Send within 2-3 days of donation	Consider handwritten notes, if possible
	<input type="checkbox"/>	Send end-of-campaign email to supporters		Recognize donors and highlight campaign impact
	<input type="checkbox"/>	Thank the event planning committee		
	<input type="checkbox"/>	Convert cash donations to a check or money order and mail to CRS		Use donation form found in Fundraise for CRS dashboard
	<input type="checkbox"/>			
	<input type="checkbox"/>			

Tip: When planning task deadlines, start from the date of your event or campaign launch and work backwards. How far in advance do you need to reserve a venue, recruit a planning committee or create your campaign page?