

How to Plan an Event/Fundraiser at Woodinville

For all documents: go to the Woodinville HS website, select the “Activities” tab from the top of the page, and then select “Event Planning” on the left.

CHECK-OFF LIST:

1. Brainstorm ideas for events/fundraisers that meet the goals and objective you have (what are your goals and objectives for your group and for hosting an event?). Is this event/fundraiser feasible? Engaging? Worthwhile? Be well supported/attended? Talk to your peers, advisors, etc. Bounce some ideas around. Once you’ve settled on an idea, move forward.
2. Complete the **“Event Planning Sheet”** – this will help make sure that you take care of all of the details!
3. If you have not done so already, meet with your advisor and make sure they are able to support you with this event and BE PRESENT at the event, as well as any necessary practice, set-up, and/or clean up.
4. Is this event also a fundraiser? If so, there are very strict rules that we need to follow as a school. Make sure you complete the **“Fundraising Request Form”** and meet with Mr. Kelly and/or Mrs. Schwans/Mrs. Kongkarat.
5. Is this event a non-monetary charitable drive (collection of items)? If so, complete the **“Non-Monetary Charitable Drive”** form. Submit to Mr. Kelly or the Cashiers Office (Kongkarat/Schwans).
6. Choose a place and time for the event. Fill out the **“WHS Room Request”** form. Submit it to Ms. Esteves in the Main Office, so that she may place the event on the master calendar and reserve your space.
7. Will this event impact custodians? Do you need their assistance? Or will your event need folding chairs and tables, other than what is available daily in the Commons? If so, meet with our head custodian.
8. Advertise! See tips for advertising on the **“Advertising Your Event at Woodinville”** form.
9. Will your event include support from parents, businesses, feeder schools, or members of our greater Woodinville community (donations, attendance, volunteers/chaperones, etc.)? If so, reach out to these groups EARLY. People are BUSY, and businesses often have complex and lengthy donation processes—the early you reach out, the more likely others are to provide support.
10. Need to make purchases or pay for vendors/items for your event? Be sure to complete an **“ASB Purchase Request”** form for each expense. These need to be completed at least one week ahead of time to provide time for approval. Meeting minutes documenting student approval of all expenditures must be attached to forms. See Cashiers Office (Kongkarat/Schwans) for assistance and forms.
11. Do as much work as you can ahead of time – making decorations, gathering materials for the event, lining up helpers, talking with people at Woodinville who could help out (perhaps other clubs or performance groups?).
12. Some basic supplies (butcher paper, paint, blue tape) can be provided to ASB clubs and teams, as long as you notify Mr. Kelly of your needs ahead of time.
13. Do you plan to sell tickets or do any kind of pre-registration for your event? If so, be sure to talk with Mr. Kelly or Mrs. Schwans ahead of time to make all proper arrangements and ensure you are aware of necessary procedures.

14. Will your event require technology of any kind (projector, computer, lights, microphone, music, etc.)? Be sure to request check out of needed items AHEAD OF TIME. Mr. Kelly or Ms. Kapacinskas can help with this.
15. A couple days before the event, it is helpful to imagine the event from start to finish from the perspective of a participant, that way you might think of details that you have overlooked. Do a walk-through/practice/dress-rehearsal with participants, volunteers, and/or your advisor.
16. If you will need cashbox(es) for your event, or for selling tickets to your event, see Mrs. Kongkarat or Mrs. Schwans in the Cashiers Office to make arrangements.
17. Remind everyone who is helping what they are expected to do and when they are expected to be there. Assigning roles ahead of time can be helpful.
18. EXECUTE AN AWESOME EVENT! ...and leave the space better than the way you found it!
19. Send out thank you notes to everyone who helped you along the way. (Mr. Kelly can supply these to ASB clubs and teams.)
20. If the event was a fundraiser, complete all necessary paperwork for the **"Fundraiser Reconciliation"** form.