

## The Steps to Throwing a 3<sup>rd</sup> Party Event

**This list is simply a guide to planning your event. You may find that you need to take more steps than what is listed or that some of the steps may not apply to your event.**

- Establish a planning committee.** Having a group of enthusiastic and dedicated people will help the event be more successful and fun!
- Brainstorm event ideas.** What are the interests and talents of you and your committee?
- Set the date/time.** Look at dates that don't have any other local events going on. Choose a date/time that guarantees the best turnout for your event.
- Secure a venue/location.** Look at places that will offer you space for little to no cost. Keeping expenses to a minimum is key.
- Establish event budget.** Try to think about all the expenses that may be involved in your event. Then think about possible sources that would donate products or services to reduce your costs.
- Set fundraising goal.** How much are you hoping to raise? Setting a goal gives you and your committee something to work towards.
- Send Third Party Event Application to PPAS.** It is important that Prairie Paws knows about any fundraising events in case questions come up.
- Set up online ticket sales** at Eventbrite.com or another source.
- Figure out the logistics of the event.** Will you have a menu/refreshments? A raffle or auction? Goody bags? Games or contests?
- Promote Your Event.** Create a Facebook event. Social media is the fastest way to get the word out there. Alert local newspapers. Create flyers. Chamber websites usually have a public event submission calendar.

After the Event:

- Send the proceeds to Prairie Paws Animal Shelter.
- Send thank you notes to participants.