



Activity planning checklist

Follow the steps in this checklist as you organize your activity. Note that this is a general plan that you'll need to adjust to reflect the nature of your activity.

Before the activity	
	Choose an event to organize
	Set a financial goal and build a budget
	Choose a date and location for the activity
	Submit the fundraising approval request form
	Await approval by the CHU Sainte-Justine Foundation
	Draw up a schedule
	Find volunteers who will be there on the day of the activity
	Find a team to oversee participant safety (depending on the size of the activity)
	Find sponsors
	Promote the activity on social networks
	Plan for all the material you'll need for the activity
During the activity	
	Inform volunteers about their roles and responsibilities
	Assign someone to manage reception/donations
	Make sure the activity is safe and have a medical team on-site (depending on the size of the activity)
	Have fun!
After the activity	
	Thank everyone who helped make the activity happen (participants, donors, sponsors, volunteers, etc.)
	Fill out the financial summary for the activity and the donor/participant report.
	Email both these documents to evenements-benefice@fondationstejustine.org

