

youth group fundraiser

Step-by-Step Event Checklist

DETAILS

Post this on your wall and mark off the steps as you complete them.

All of the files referenced on this checklist are labeled in blue and can be found on [at Logos.com/YGF](http://Logos.com/YGF).

DATE: _____

TIME: _____

PLACE: _____



Two Months Before the Event:

- ☐ **Get the OK**
Seek appropriate approval to host a fundraising dinner for your youth group. Not sure how to ask? Use the included letter [[AskForPermission.doc](#)] and show the demo video.
- ☐ **Give the Heads Up**
Book a room on your church campus for a Friday or Saturday evening that is large enough for your anticipated number of guests, preferable one with an attached or nearby kitchen that you can use for preparing dinner. You'll want the room from 5–9pm, even though the event itself won't start 'til 6:30pm and should be over by 8pm. Make sure the room has tables and chairs, and that the custodian/janitorial staff will have cleaned it prior to the event.
- ☐ **Round Up the Crew**
You'll need four other coordinators to make this event happen. If you have youth leaders, encourage them to fill these roles; a parent or deacon with a heart for youth can also serve very effectively. Print them each a copy of the [[EventSchedule.pdf](#)] so they know what to expect.

One Month Before the Event:

- ☐ **Check Your Bases**
Verify your room reservation. Make sure your **Set-Up Coordinator** has access to the church's tablecloths, dishes, cups, silverware, water pitchers, coffee carafes, napkins, trash cans and trash bags, or have them head to a restaurant supply store and pick up disposables and decorations.
- ☐ **Get the Word Out**
Put a notice in the weekly bulletin or church newsletter about the fundraising event. You can use the [[BulletinInsert.txt](#)] or [[SmallFlyer.pdf](#)]. If your church uses Proclaim Church Presentation Software or PowerPoint announcements, use the [[Announcements.ppt](#)] slides to let people know about the event. You'll want these running for the full month leading up to the event.
- ☐ List the fundraiser on your church website with your other events. Use something like [[BulletinInsert.txt](#)]. Create a Facebook Event under your church's Facebook Fan Page, then be sure to share it on your Facebook Wall a few times a week and link to it from Twitter too. Students can help by sharing it and inviting family.

Coordinators

Set-Up Coordinator: _____

Delegate someone to oversee setting up the room (tables, chairs) and decorating it (candles, centerpieces, etc.) to give it an elegant ambiance. This person is also responsible for dishes, silverware, cups, trash bags, napkins, etc., and they'll oversee the dessert auction.

Tech Coordinator: _____

Find someone to take charge of the audio/video equipment needs for the event. You will need a way to play a web video with audio. A laptop, projector with projector screen, and sound system will do. If the room you plan to use doesn't have these, connect the coordinator with your church's tech guy to have them set up the room. Finally, to take credit card orders, make sure you have a secure Wi-Fi connection.

Cooking Coordinator: _____

Find someone who has an interest in cooking and ask them to prepare a spaghetti dinner. They can either donate the cost of the meal, or you can reimburse the cost of the food by selling tickets to the dinner event. Make sure they know what it takes to prepare a spaghetti dinner for your anticipated number of guests. A good sample menu is spaghetti, salad with house dressing, a roll and butter, coffee, and tea.

Childcare Coordinator: _____

Providing childcare will allow many parents to attend who otherwise wouldn't. Ask one of your youth leaders or parents to head up the childcare for the night. See if you can get the church nursery or Sunday school room opened up and suggest a video and snacks.

- ☐ Schedule an opportunity at least 2 weeks prior to the event to announce the event during main service. Use [\[VerbalAnnouncement.txt\]](#) so you know what to say.
- ☐ Choose a poster style, then print & hang posters [\[LetterPoster.pdf\]](#) and [\[11x17Poster.pdf\]](#) and place them around your church and youth building. Mail the [\[LetterToParents.doc\]](#) inviting them to the fundraiser.

☐ Start Selling Tickets

Set the price and begin selling discounted tickets to encourage sales and help you anticipate guest count. Let them know the price will go up at the door. Students, leaders, and parents can help pre-sell. Use [\[Tickets.pdf\]](#).

☐ Ask for Dessert First

Invite church members and local bakeries or grocery stores to donate desserts for a silent auction at the event.

☐ Get the Plastic

For the highest yield from the fundraiser, you'll want to accommodate credit card transactions. Call us at 800-875-6467 ext. 4423 so we can set you up with a credit card reader, mobile device (if you don't have one), and login credentials.



We use the Intuit GoPayment system for taking credit card orders. To learn more, see [\[CreditCardDetails.pdf\]](#)

Two Weeks Before the Event:

☐ Make Your Move

Announce the event verbally at church on Sunday. Have students hand out [\[SmallFlyer.pdf\]](#) the same day.

☐ Give the Call

At your youth service, invite students to volunteer their time as servers for the event, and to be part of the **Service Team Auction**. If they're serving, they'll need to dress up a bit. If they want to help with childcare, they should talk to the **Childcare Coordinator**. Ask the students to show up at 5:30pm for setup and expect to leave around 9pm after cleanup. Have a [\[SignUpSheet.pdf\]](#) for the student volunteers so you know how many students you have. You'll need about one server for every 4 expected attendees (at least 6, for a group of 25), and 3-4 for childcare.

For the **Service Team Auction**, encourage the students to offer individual skills such as music lessons or photography sessions, or to form teams for group tasks like yard work or painting. Later, you'll coordinate the services the students will perform with the winning supporters.

☐ Pass Off the Mic

If you have mature students who would like to share their testimony or an experience from a youth group-sponsored trip, talk to them individually about briefly sharing at the event. It will give the students a sense of ownership and allow the guests to see firsthand the impact their financial help will have.

Don't have a color printer?



Send the files to your nearest FedEx/Kinkos and print color copies. Scale the quantities up for your event.

File:	Quantity:
Tickets.pdf	Varies - 12 tickets per page
SmallFlyer.pdf	Varies - hand out to church
DirectionalSigns.pdf	Varies - for directing to doors
11x17Poster.pdf	Varies - to post on doors
AuctionForms.pdf	Varies - 15 to 20 each
LetterPoster.pdf	1 per each bulletin board
OrderForm.pdf	1 per every 2 seats
OrderingDetails.pdf	1 per person taking orders
ProfitShareDetails.pdf	1 per person taking orders
CreditCardDetails.pdf	1 per person taking orders
SignUpSheet.pdf	1 per 20 students
Schedule.pdf	5 copies

One Week Before the Event:

☐ Check Again

Call the students on your sign-up sheet and confirm. Also confirm with your coordinators and check the room reservation and childcare room one last time. Get a key to the room if you don't already have it.

☐ Testing, Testing, 1, 2, 3

If the projector and audio equipment has been delivered and set up, have your tech team test it with the Logos demo video. They may need a laptop and a video connector cable.

☐ Ready Your Mobile Device

Make sure your mobile device is ready to take orders by following the instructions included in the [\[CreditCardDetails.pdf\]](#). Call Logos at 800-875-6467 ext. 4423 if you have any questions. Ask an adult volunteer who will be at the event to become familiar with the card reader and device, so they can process the orders for you.

The Day Before the Event:

☐ Delivery

With the help of your **Decor Coordinator**, make sure all of the tables and chairs are delivered to the room (and setup, if possible). Bring all of the tablecloths, napkins, dishes, pitchers, trashcans, and decorations into the room or kitchen.

The Day of the Event:

- ☐ **Show the Way**
If the entrance to the room is not clearly visible from the parking area, hang the [\[DirectionalSign.pdf\]](#) along the walk to the door.
- ☐ **Dress the Part**
Wear something appropriate for a dinner reception. End your regular activities early so you have time to rest and organize your thoughts before the event.

See the [\[EventSchedule.pdf\]](#) you've already printed out for a complete list of duties for today's event.

The Week After:

- ☐ **Give Thanks**
Send [\[ThankYouLetter.doc\]](#) to the adult volunteers.
- ☐ **Wrap It Up**
Mail in the completed [\[OrderForm.pdf\]](#) along with a [\[FaxCoverLetter.pdf\]](#) and checks to Logos Bible Software, ATTN: Accounting Dept., 1313 Commercial St., Bellingham, WA 98225.
- ☐ **Share the News!**
Update the bulletin announcement to share the news:
"With your help, our youth group raised \$_____ last week!"