

Steps for Organizing a Successful Special Event

Whether your event is large or small, these steps will keep you and your team motivated and well-organized.

1 Submit your Special Event Application.

By completing the Special Event Application, you help us learn more about your event. All fundraising events for the benefit of Phoenix Children's Hospital must be approved in advance by Phoenix Children's Hospital's Foundation. The enclosed Special Events Application must be completed and filed with Phoenix Children's Foundation no less than 45-days prior to the proposed event date before approval can be granted.

2 Form a planning committee.

The enthusiasm and dedication of the people who plan and organize the event increases the probability of a successful activity.

3 Establish goals.

Have a realistic and measurable financial goal.

4 Brainstorm.

Give free reign to your imagination. Several heads are better than one!

5 Choose the "right" event.

The type of event you choose should fit the size, interest, talents, goals and time availability of your group.

6 Identify your audience.

Who is most likely to attend and support the type of event you have selected?

7 Schedule the Event.

Select a time that is appropriate and convenient for those who will be attending. Be sure to check local community calendars for conflicting events.

8 Develop a budget.

Identify sources of income and expenses. Remember to secure in-kind products and services this will help you keep your costs down, which is something everyone will appreciate.

9 Open a bank account.

Your event may need to establish its own bank account to accommodate incoming revenue and expenses. This can be done by visiting a local bank and establishing a Business Account under your event's name.

10 Collect the funds.

We ask that all funds be forwarded to Phoenix Children's within 30-days following the conclusion of your event.

11 Thank you!

Please be sure to acknowledge everyone who participated in or supported your event and let them know how much you appreciate their help.