

Fundraiser Checklist

- Establish your fundraiser for CAN
- Set a fundraising goal
- Create a timeline for your event
- [Submit your fundraising idea](#) to CAN so that we can guide you along the way
- Familiarize yourself with the information provided on the site, such as the [tax receipting information](#)
- Recruit your friends and family for support and to volunteer
- If applicable, book a venue: community center, restaurant, park, etc.
- Obtain the appropriate permits and insurance
- Book and confirm any event rentals (ie. chairs, tables, canopy tents, etc.)
- Book and confirm any entertainment
- Create posters, flyers and social media posts. Ask family and friends to spread and share
- Prepare your day-of materials such as registration lists, name tags, tickets, agendas, pens, etc.
- Ensure that you have a donation tracking system for your even
- Connect with CAN to support your fundraiser
- Send thank you emails to anyone that donated
- Share your success with your friends and family online

Questions? Email events@canucksautism.ca to support your fundraising.