

Sample Action Plan

Once you've determined the type of event you are organizing in support of the Association, develop an action plan outlining the tasks that you need to accomplish and if you are working with a group assign tasks to lessen the work.

The following Action Plan is a guide to help you build your event. Please keep in mind that for some events you may be required to book your event venue a year in advance.

5 – 12 months before Event	Person Responsible	Date Completed
Decide on the type of event you would like to organize		
Check to see if there are competing events in your area		
Recruit friends, family and your colleagues at work to assist you in planning the event		
Register your event on My Diabetes Fundraiser		
Research the costs associated with your event i.e. venue, permits (if required), insurance, supplies		
Draw up a budget showing projected expenses and revenue		
Communicate with your committee. Set up a meeting schedule and hold regular meetings and/or updates with those who are supporting you		
Secure your venue. Order supplies		
Send letters out to people, businesses for sponsorship or donations		
3 – 5 months before your event	Person Responsible	Date Completed
Develop your invitation list		
Create and send out materials to promote your event i.e. posters, invitations		
Invite local dignitaries i.e. mayor, local media celebrity		
Recruit additional volunteers if needed and provide them with as much information about the event as possible		
1-3 months before your event	Person Responsible	Date Completed
Contact local newspapers, radio station, companies with digital signs to promote and provide coverage at your event		
Arrange for someone to photograph or videotape the event		

1 week before your event	Person Responsible	Date Completed
Confirm your location and any details regarding set up		
Contact any suppliers to confirm deliveries or pick-ups		
Connect with volunteers to provide duties and related instructions		
Day of the event	Person Responsible	Date Completed
Arrive early to set up, and cover off any last minute details that may arise.		
Record all donations, tickets sales, and deposit funds at the bank		
After the event	Person Responsible	Date Completed
Pay all outstanding expenses		
Send proceeds and photos to your regional Community Engagement Coordinator		
Send out thank you letters		
Organize a gathering to thank volunteers and begin planning for next year		