McCormick Care Foundation
Enhancing Care and Enriching Lives

SAMPLE ACTION PLAN

5-12 months before event	Person Responsible	Date Completed
Decide on the type of event you would like to organize		
Are there competing events in your area?		
Recruit a volunteer event planning committee		
Register your event with McCormick Care Foundation		
Research the costs associated with your event		
Create your budget showing expenses and revenue		
Set up a regular meeting with your committee		
Secure your venue. Order supplies		
Send letters out to people/business for sponsorship or donations		
Create your fundraising event webpage to share		
3-5 months before event	**Person Responsible**	**Date Completed**
Develop your invitation list		
Create and send our materials to promote your event		
Invite local celebrities (i.e. Mayor)		
Recruit additional volunteers if needed		
Create your fundraising event webpage to share		
1-3 months before event	**Person Responsible**	**Date Completed**
Contact local newspapers, radio stations, companies with digital signs to promote and provide coverage at your event		
Arrange photography/videography for the event		
1 week before event	**Person Responsible**	**Date Completed**
Confirm your location and any set up details		
Contact any suppliers to confirm deliveries/pick up		
Connect with volunteers to provide detailed information		
Day of event	**Person Responsible**	**Date Completed**
Arrive early to set up, and cover off any last minute details		
Record all donations, ticket sales and deposit funds		
After Event	**Person Responsible**	**Date Completed**
Pay all outstanding expenses		
Send proceeds and photos to McCormick Care Foundation		