

Create Your Own Fundraiser Checklist

Read through the Baystate Health Foundation (BHF) External Fundraiser Web page.

Decide what you'd like to support.

Decide the type of event you'd like to hold.

Set a realistic fundraising goal.

Set a proposed date.

There are many Baystate Health Foundation and individual/group fundraising events that occur each week. Let us help you make sure you're not planning something for the same date!

Fill out the Event Proposal Form PDF and send it back to BHF at least 60 days prior to your proposed event date.

We'll reach back out to you within 10 business days of receiving your proposal to let you know if your proposal has been approved or to chat more about the event.

Submit your form via mail or email.

Baystate Health Foundation

280 Chestnut Street

Springfield, MA 01199

or

events@baystatehealth.org

Once you receive approval, form a committee to help you plan the event and bring ideas to the table.

Seeking out friends, family members, and colleagues who have specialized skill sets, like social media or finance, can be helpful. It can be helpful to assign committee members to different tasks to ensure that the planning doesn't become overwhelming for one person.

Choose your theme.

Find your venue.

Set your budget.

Schedule your activities.

Contact vendors.

Plan for the supplies you'll need.

Create a marketing plan.

After the event, thank your vendors, volunteers, sponsors, and other individuals or organizations who helped make it a success and give them an update on the outcome.

Email, mail, or social media can be helpful tools to utilize during this process.

Make your gift! You can send your donation to BHF within thirty (30) days of the event.