

# Event Planning Checklist

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## Before your event

- Brainstorm event ideas: themes, activities, guest lists, etc. Events can be intimate, with a few close friends, or a big event. No event is too small, and every dollar makes a difference!
- Feel free to add some activities to your evening to make the event your own. Consider adding activities such as a garage sale, auction, arts and crafts, board game tournament, card game, concert, picnic, dance, drive, theme party, anniversary/wedding/birthday party.
- Determine how many helpers you will need.
- Determine your budget and shopping list.
- Think about your event location (your house, a restaurant, a unique venue, etc.)
- Set a date for your event, enlist the help of friends.
- Contact Oxford House at 403 214-2046 or [info@oxfordhouse.ca](mailto:info@oxfordhouse.ca) for donation cards/envelopes and Oxford House promotional materials, and/or if you would like a member of the Oxford House Team to attend.

## During your event

- Assign an individual to collect materials and handle donations and cash storage
- Have donation cards for cash or cheque donations handy and have a laptop set up to on Oxford House's donation page <http://oxfordhouse.ca/donate/> (Please ensure all information is filled out so we can issue tax receipts.)
- Display promotional materials.

## After your event

- Thank your volunteers and attendees.
- Compile the donations and forward to Oxford House Foundation office within two weeks of your event.

### Oxford House Foundation

Attention: Fund Development  
220-221 62 Ave SE  
Calgary AB T2E 7V9



MAIN: 403 214-2046  
[info@oxfordhouse.ca](mailto:info@oxfordhouse.ca)

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