# Special Events

Pick a Date

Pick a Cause

Pick an Idea

Put it on the Special Event Calendar

# Annual Giving Drive Special Event Checklist

## Before the Special Event:

Read and Sign the Special Event Guidelines

Watch the Special Event Webinar (if you didn’t attend training)

Review the Impact Formula

Add Special Event to the Calendar

Schedule a Nonprofit Speaker (Maximum Impact)

Download the Special Event Paperwork.

Make sure Posters are approved by FMD for King County-owned building. For other buildings, please follow appropriate building guidelines

## During the Special Event

Have pledge forms, paper copies of nonprofit list, or computers up with the information available.

Have the Special Event form with you for easy tracking.

Have two people available when handling and counting cash.

Bring in a Nonprofit Speaker/Connect to a cause

Have Fun!!!

## After the Special Event

Turn money into check or money order made directly out to a Nonprofit or to KCEGP

## Required Paperwork

Turn in the Special Event form and checks to EGP within five business days by SNAIL MAIL or in PERSON to:

KCEGP

CNK-ES-0231

401 5th Ave

Seattle, WA 98104

**Checks may NOT be sent by interoffice mail!**