# 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!**