

Action Plan for Online/Virtual Events

Depending on the lead up time to your event the timelines can be adjusted.

Create the Plan	Person Responsible	Date Completed
How will you fundraise? As a challenge or activity? Here are some ideas to inspire you.		
Invite others to volunteer and set up a planning committee		
Choose a date (consider other events/celebrations in your community around the same time)		
Establish a meeting schedule for the planning committee and how you will communicate		
Set your fundraising goal		
Register your Fundraising Proposal with FACS Foundation		
Once FACS has approved the proposal, to start pulling together your resources.		
Create your personalized fundraising page		
Step 2	Person Responsible	Date Completed
Compile your invitation list or those you want to e-mail		
Create your communications to email, and social media posts		
Send invites		
Step 3		
Contact your local media and local business to promote the event		
Secure photography/videography		
Event Wrap Up		
Send thank you messages & update social media with results		