coordinator checklist

You’re official. Now what? Before you do anything else... Congratulate yourself! You’re making a real difference in lots of lives.

1. **BEFORE YOUR EVENT**

   **Check out your fundraising tools**
   No need to start from scratch! Learn all the ways we make fundraising easier for you—from online resources to staff support.

   **Say hello**
   Need to bounce an idea around? Stuck? Just want to learn more? We’re here—for anything. Send an email or give us a call:
   events@chtrust.org
   617.355.6890

   **Track your progress**
   Keep notes on your donors, expenses and planning steps. This will help you thank your donors, and give you a starting point if you repeat your event next year.

2. **HOST YOUR EVENT**

   **Have a great time and send us photos!**

3. **AFTER YOUR EVENT**

   **Tally your proceeds**
   Within 30 days of your fundraiser, please mail a check made payable to Boston Children's Hospital using the donation envelopes provided. You can also mail us any checks your donors made out directly to Boston Children’s Hospital. No cash, please.

   **Thank your donors**
   We included postcards in your packet. Use those to write personal notes to all your donors—they deserve it.

   **No camera, no problem**
   Take candid, authentic photos with your smartphone and email them at “Original Size.” Tag photos on social media with #Community4BCH.

   **Thank yourself**
   Your efforts help us provide the best care possible to our patients. That’s huge (like your heart).