



Fundraiser Checklist: Circle of Friends

- **Before Your Fundraiser**

- **Finalize your fundraiser details**

- Submit your completed Circle of Friends proposal.
- Be sure to determine what area of the hospital you would like your funds to support. All undesignated funds will go toward the area of greatest need.

- **Set up your fundraising page**

- Select the name of your fundraiser and add it to your page.
- Personalize your page – add a photo or share a personal story.
- Determine your fundraising goal – remember to make it ambitious!
- Invite everyone you know to support your efforts – use email, social media and in-person asks.
- Decide on commemorative gear, if appropriate for your fundraiser.

- **Ramp up your fundraising efforts**

- Continue to reach out to your networks to gain support for your efforts. Remember to share why supporting Lurie Children's is important to you.
- Keep your fundraising page updated with announcements and photos.
- Monitor your fundraising progress.

- **Throughout Your Fundraiser**

- Contact your Circle of Friends coordinator for additional fundraising support.
- Capture photos of your events and efforts and share them through social media.
- Most importantly, have fun!

- **Post-Fundraiser**

- Send thank you messages to all of your donors.
- Keep fundraising – your page will remain active unless you request that it is taken down. Share highlights from the event for your final fundraising push.
- Reach out to your Circle of Friends coordinator with the following details:
 - Photos and fundraiser highlights so that your efforts can be showcased through the Circle of Friends communication channels.
 - Dates to schedule a time to visit the hospital for a check presentation and tour.

Finally, let us know when you're ready to begin your next fundraiser. We look forward to supporting your continued efforts!