



# Bradley Mountain Farm

## Farm Fun-draising Checklist to Make Your Event a Success!

Here are some tips on getting participants involved and signing up for your event. The more reservations you have booked, the more your organization makes!

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*Link to your event on the Bradley Mountain Farm Website*

- Select a date far enough in advance to ensure proper communication of the event to all participants. Share the above link and encourage them to make reservations as part of your marketing efforts.
- Set a goal of how much money you want to raise, and how many reservations you will need to make.
- Print materials announcing the event – you can use our templates or make your own.
- Complete a W-9 form to ensure your proceeds are processed in a timely fashion.
- To get the word out on your fun-draising event, have the event listed in the local newspaper, town & community social media pages, calendars, church bulletins and school calendars. Send them details of the event's time and place and the link to make reservations.
- Post materials in all appropriate areas within your organization.
- Include information about the fundraiser in your newsletter (if available).
- Make sure you or a representative is present during the entire event, as well as greeting and acknowledging your participants.
- Get a little post-event publicity by sending a post-event photo(s) to social media to recap the event and publish the success.