Post Event Checklist

\_\_\_\_\_\_\_\_ Tabulate and Keep A Record of Checks Received, amount and date

\_\_\_\_\_\_\_\_ Follow up with pledges that didn’t come through

\_\_\_\_\_\_\_\_ **Thank You notes** -- To those who contributed money and to in-kind donors

 \_\_\_\_\_\_\_\_ **Thank You notes** -- To Host Committee Members and volunteers

 \_\_\_\_\_\_\_\_ Report in-kind contribution information and receipts

 \_\_\_\_\_\_\_\_ Collect Press Clippings

 \_\_\_\_\_\_\_\_ Collect all left over reusable materials

 \_\_\_\_\_\_\_\_ **Create Master List of All Invitees** (will be useful in the future)