

# FUNDRAISING CHECKLIST

## GETTING THE MOST FROM YOUR TEAM

Now that you are ready to fundraise, here are some things to keep your team organized and focused during your campaign:

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| <input type="checkbox"/> Set a team meeting to review the ins and outs of your fundraising program             | <input type="checkbox"/> Agree on your selling price for the movie product and your financial goals |
| <input type="checkbox"/> Explain how the program will work and what your program execution options are         | <input type="checkbox"/> Prepare handouts that outline what you want your team to accomplish        |
| <input type="checkbox"/> Determine who you are selling movie products to and create a sales strategy           | <input type="checkbox"/> Distribute order forms and tracking sheets to each team member             |
| <input type="checkbox"/> Talk to your team about the products and how they can be used                         | <input type="checkbox"/> Decide what marketing materials you will use in order to raise awareness   |
| <input type="checkbox"/> Discuss timelines and how long you want your fundraising campaign to run              | <input type="checkbox"/> Get your materials ready and launch your campaign!                         |
| <input type="checkbox"/> Set specific dates for when team members need to hand in order forms to the Team Lead |   |

## MAKE SURE YOUR TEAM MEMBERS ARE ON THE SAME PAGE!

Creating a cohesive team is key to your success and making sure no one has questions is vital. Be sure that each team member can answer the following questions:

**WHO** am I selling movie products to?

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**WHAT** am I selling?

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**WHAT** is the sale price of each item I am selling?

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**WHAT** is my team's financial goal?

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**WHERE** am I selling the movie products?

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**WHY** are movie products so popular with buyers?

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**HOW** am I going to sell and how long is the campaign?

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**WHEN** does my team lead need the money and order forms?

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