

NEWANA

Fundraising Subcommittee Timeline

January

1 month prior to Spiritual Breakfast:

- Confirm with speaker again
- Announce event and sell tickets
- Ask for volunteers to arrive early and decorate

5 months prior to Murder Mystery:

- Announce current planning of event and ask for support
- Elect Director
- verify date and tour facility with facilities coordinator
- Discuss event agenda and choose script
- Discuss options for event (i.e. location, time, food, multiple script options, agenda)

February

2 Weeks prior to Spiritual Breakfast:

- Confirm headcount after cut-off has passed and let caterer know
- Confirm speaker, facility, caterer
- Get fellowship volunteers for set-up, clean-up, rental pickup (if needed), decoration transport ●
Make a list of supplies needed day of event and assign tasks to specific individuals i.e.
microphone, helium, balloons, paper, markers
- After event prepare final report for ASC

4 Months prior to Murder Mystery:

- choose caterer
- Create budget for the event
- Decide agenda for day of event
- Pick time and date for auditions and announce at meetings
- Create flyer and submit to NEWANA & Regional Website and circulate in meetings
- Start review and revision of timeline and guidelines

March

3 Months prior to Murder Mystery:

- Hold auditions
- Create schedule for rehearsals
- Create and begin ticket sales
- Discuss auction and raffle

April

2 Months prior to Murder Mystery

- Finalize decorations

6 months prior to PRC Fundraiser:

- Nominate & Elect PRC Fundraiser Coordinator

May

1 Month prior to Murder Mystery:

- Purchase/rent Costumes and decorations
- Recruit members for set-up, tear down
- Recruit servers with less than 90 days clean time
- Acquire auction items

5 months prior to PRC Fundraiser:

- Set tentative date for end of October
- verify date and tour facility with facilities coordinator, discuss capacity, rooms, tables, chairs, kitchen
- Begin announcing event and asking for support

June

Two weeks prior to Murder Mystery:

- Ticket sales end
- After event prepare a final report for ASC

4 months prior to PRC Fundraiser:

- Decide on food to be served and activities to host, i.e., music, dance, auction, raffle
- Create a budget based on facility and food costs. Include decorations, copy costs, speaker travel, rentals, deposits, DJ, raffle and auction costs and funds generated by both
- Create flyer with NA logo announcing date, time, food, activities, cost, contact info and cut-off of ticket sales
- Send flyer to website and circulate flyer at ASC & RSC.
- Create tickets to begin selling next month
- Begin announcing the need for auction and raffle items
- Keep announcing event at meetings

July

3 months prior to PRC Fundraiser:

- **Check out and begin selling tickets**
- Have a volunteer attend PRC and communicate what is needed from that committee, set up & clean up, ticket sellers, kitchen help, raffle & auction donations ● Continue to circulate flyer and announce event.

August

2 months prior to PRC Fundraiser:

- Discuss decorations in detail and devise a plan for decorating facility, include PRC members for participation.
- Keep announcing event & selling tickets

6 months prior to Spiritual Breakfast:

- Nominate & Elect Spiritual Breakfast Coordinator

September

1 month prior to PRC Fundraiser:

- Decorations shop, create and devise a plan for decorating facility, include PRC members for participation.
- Do a walk-through with committee members and discuss acoustics and possible equipment needs, i.e. podium, recording equipment for speaker, extra tables
- Confirm speaker with PRC Committee
- Have a volunteer attend PRC and get a list of members to sign up and commit to decorating, set-up, serving & cooking, selling soda & raffle tickets committee, and don't forget clean up after event.
- Announce event and sell tickets

5 months prior to Spiritual Breakfast:

- Create & circulate flyer for outside Fundraising Committee support
- Start asking for spiritual speaker suggestions at meetings, events, RSC, etc.
- verify date and tour facility with facilities coordinator have volunteers acquire bids for options and what facility offers, i.e. capacity, rooms, tables, chairs.
- Discuss caterers and have volunteers acquire bids for options i.e., food, settings, beverage service, clean up, garbage removal.
- Think about a theme and discuss ideas

October

2 weeks prior to PRC Fundraiser:

- Confirm number of tickets sales to determine food purchase requirement
- Get fellowship volunteers for set-up, clean-up, rental pickup (if needed), decoration transport
- Make a list of supplies needed day of event and assign tasks to specific individuals i.e. microphone, helium, balloons, paper, markers, etc.
- Prepare a final report for ASC

4 months prior to Spiritual Breakfast:

- Choose caterer from options and decide on ticket price and consider children pricing (sign contract if necessary)
- Create a budget based on facility and caterer costs. Include decorations, copy costs, speaker travel, gratuity, rentals, deposits, raffle and auction costs and funds generated by both
- Decide on theme for event
- Create tickets to begin selling next month
- Discuss speaker suggestions and whether they are available day of event
- Begin announcing the need for auction and raffle items
- Keep announcing event at meetings

November

3 months prior to Spiritual Breakfast:

- Check out and begin selling tickets
- Bring final nominations for speakers and vote (*notify all nominations of group decision and invite them to event*) consider backup speaker in selections
- Discuss decorations in detail and decorations shop, create and devise a plan for facility.
- Create event flier with theme, facility, date, time, ticket price and how to purchase, ticket sale cut-off date, speaker, committee contact info, NA logo and circulate as well as post on website

December

2 months prior to Spiritual Breakfast:

- Confirm selected speaker availability
- Do a walk-through with committee members and discuss acoustics and possible equipment needs, i.e. podium, recording equipment for speaker, extra tables
- Keep announcing event & selling tickets

6 months prior to Murder Mystery:

- Nominate & Elect Murder Mystery Coordinator
- research script options