

FALL FUNDRAISER CHAIR

Holland Chorale

2/5/19

Que-Lan Engels

-Manage and oversee the HC Fall Fundraiser

-Choose a Date for the Event

-Build a committee to help with organization of fundraiser: venue and food/catering, drinks, music and entertainment, auction chair, marketing/advertising, set up and clean up crew, emcee, auction item procurement

-Hold monthly meetings from April through July, start procuring in August/September/October

-Create fundraising donation letter

-Create donor thank you letter

-Complete detailed accounting of expenses, revenue and net cost/profit with CFO to Board