LEND A HAND UP
Dakota Medical Foundation

Example In-Person Benefit Timeline

A suggested planning rhythm for an in-person benefit or event. Every event is different — use this as a starting point and adjust the pace to fit yours.

10-12 Weeks Out	☐ Submit your request for a new LAHU online fundraiser and determine where donations will be deposited. ☐ Schedule a brainstorming meeting with your core team to review affiliations and pick your activities. ☐ Look into permit requirements if you're considering a raffle or game of chance.
8-10 Weeks Out	☐ Secure your site, date, and time. ☐ Build a budget for facility, food, entertainment, and promo costs. ☐ Start drafting your flyer and any other promotions like emails and social posts.
6-8 Weeks Out	☐ Finalize and distribute flyers — email, social media, and in person. ☐ Reach out to local media with your story. ☐ Recruit and assign volunteers by category (setup, check-in, food, auction, cleanup).
2-4 Weeks Out	☐ Confirm your donation collection process — ticket pricing, welcome-area setup, how checks should be made payable. ☐ Finalize auction or raffle logistics if applicable. ☐ Keep sharing updates on social media and your Lend A Hand Up give page.
Final Week	☐ Send reminder calls to volunteers confirming location, times, and tasks. ☐ Do a final promotional push — last call for donations and attendance.
Event Day	☐ Staff the welcome area with at least two volunteers throughout. ☐ Stagger auction closings if needed, and highlight winning bids right away. ☐ Count funds with two volunteers at close, and take plenty of pictures.
After the Event	☐ Deposit donations and pay any remaining expenses. ☐ Work with our team to close your online fundraiser and schedule your Boost check presentation. ☐ Deposit the Boost check and update your final budget totals.
Extending Gratitude	☐ Thank everyone who supported the event — personally and publicly. ☐ Share feedback with Lend A Hand Up and stay connected for future families.