Fundraising Event Follow-Up Checklist

- □ Mail event proceeds to the PKD Foundation within 30 days

  PKD Foundation
  Attn: Fundraising Events
  1001 E. 101st Terrace, Suite 220
  Kansas City, MO 64131

- □ Mail a hand written thank you note to each event sponsor
- □ Mail a hand written thank you note to others, as appropriate (i.e. event volunteers, donors, participants, etc.)
- □ Review and finalize your event budget
- □ Send event photos to the Volunteer Engagement staff for post-event publicity
- □ Send a list of all in-kind donations made to your event to the PKD Foundation. The Foundation will mail thank you letter/tax-receipts to in-kind donors annually at calendar year end. For each in-kind gift, please include the following information :
  - Name of donor or organization
  - Contact name, if organization
  - Mailing Address
  - Description and quantity of item donated
  - Retail Value (optional)
- □ Attend a follow-up phone call with the Volunteer Engagement staff. The purpose of this call is to review the following. Please be prepared with any additional information or thoughts you have to share.
  - Event Budget
  - Event attendance
  - Marketing/promotion
  - Challenges
  - Opportunities for improvement
  - Overall thoughts and takeaways