



Inova Health Foundation Events: Organizer's Timeline

This guide will help you plan out the various stages of your event, from conception to execution.

Eight to Ten Weeks Before the Event

- Review the available event resources and toolkits.
- Set a date and confirm a location for the event.
- Determine how you will fundraise for the event cost.
- Submit your online events application.

Four to Six Weeks Before the Event

- Submit your online events application no later than six (6) weeks prior to the proposed event, and allow ten (10) business days from the receipt of your application for a written response.
- Order materials and audio-visual equipment, if needed.
- Nominate a media point person and advertise in your community.
- Submit written requests for using Inova's name or logo, if desired.
- Obtain all necessary insurance coverage and permits for the event.

Three Weeks Before the Event

- Publicize your event – send out press releases, make follow-up calls, recruit volunteers and attendees.
- Check all final details for the event venue, schedule, permits, and materials.
- Consider a post-event plan for continuing community and volunteer involvement in health and charitable activity.

Three Days Before the Event

- Make last-minute press calls.
- Contact the Inova Health Foundation with any last-minute concerns or questions.
- Confirm your setup staff/volunteers and their arrival times.
- Print out day-of registration forms for tracking donations and emails.

Day of the Event

- Set up check-in and donation tables.
- Oversee staff and volunteers.

One to Four Weeks After the Event

- Thank attendees, staff, and press for their attendance via email, mail, or web
- Ensure that checks are made payable/mailed to:
Inova Health Foundation
8110 Gatehouse Road, Suite 200E
Falls Church, VA 22042