

Road Warrior Foundation Awareness Event Timeline

This process can be as simple or as detailed as needed based on the extent of your fundraising event. If your event is a ride with a registration fee, consider just the **Bolded Highlights** and possibly a few bullet points. If it's more extensive involving food sponsors, door prize donations, inviting other organizations, then you will want to review the entire list in detail. Send any questions to: Dave Van Verth dvanverth@gmail.com, Hal Mette, usspyderryder@gmail.com, or Bill Lumsden, lumsdenttravel@gmail.com.

Set The Date - If your event is based out of a dealership or other sponsor's location, gain their commitment, and confirm the date with them. For more information planning - [RWF Event Planning](#)

Meet with your Key People – Identify person(s) responsible and gain commitment. Areas to consider are: (Individuals may have more than one area of responsibility).

- Sponsor Liaison – coordinates activities with dealership or sponsor
- Create Facebook Fundraiser for Registration and Donations
- **Ryde Route Responsibility** and soliciting for Leaders/Tail Gunners
- Food/restaurant arrangements
- Registration – Set up on day of event to confirm attendees donated and distribute any free swag available.
- Door Prizes – tickets plus soliciting locally and coordinating on day of event
- 50/50 Raffle – tickets plus selling and execution on day of event
- **Event Marketing** – Posting fundraiser on social media, Post event on [RWF Event Submission](#), Invite neighboring chapters, invite other local riding clubs i.e. Legion Riders, Ryker groups.

Post a “Save the Date” notice on your Facebook Page as soon as a date is determined to alert people about your event.

Create the Facebook Fundraiser 2 months prior to the event and allow it to run 1 month past the event date. – [How-To details here](#). NOTE: The person creating the FB Fundraiser will have access to the amounts donated by individuals that goes directly to the RWF. Others can be assigned as admins for the fundraiser but will only see the names of who has donated.

Share the FB Fundraiser with your chapter's FB members, neighboring chapters' FB pages and your family and friends.

Follow up on assigned responsibilities to ensure plans are on track – Hold meetings if necessary. Do this as often as needed.

Continue to share the FB Fundraiser so you can track the number of people attending for food and other arrangements.

No later than one month out: Notify Dave Van Verth (dvanverth@gmail.com) with the number of expected attendees. Include a phone # and mailing address so event patches and potential door prizes can be sent to you. Please be timely and as accurate as possible with this information.

One weeks out: Confirm predetermined arrangements with your event Dealership/Sponsor or Restaurant arrangements.

Day of Event – Confirm the following: Registration arrangements, Ryde Leaders, 50/50 Raffle, Door Prizes, other activities.

After the Event – Accumulate any cash funds collected during the event including the 50/50 raffle proceeds and make the donation through your FB Fundraiser.