



EVENING EVENT PLANNING OVERVIEW

Budget Costs

DSF has established criteria for fundraising events to assure that we are responsible with the generous gifts we receive from our donors.

For gala events, we prefer to keep costs below 25%
Double Down for Dravet is typically around 18%-20%
DSF City Bash is typically between 23%-25%



We are able to achieve these low fundraising costs through a core team of volunteers and staff, as well as community support and donations.

DSF Staff Roles

DSF Staff is responsible for:

- Budget development
- Keeping the event planning on the appropriate timeline
- Running the committee & staff planning calls prior to the event
- Procuring national sponsors
- Setting up the event portal
- Managing ticket sales and donations
- Development of all printed materials – signs, programs, etc.
- Event set-up, execution, and clean-up



Coordinator / Committee Roles

Committee Members can participate in one or more ways:



- Share in the development of the theme and format
- Procure silent and/or live auction item donations
- Secure local sponsors
- Publicize the event
- Promote ticket sales
- Assist with set-up the day of the event
- Act as a host/hostess the evening of the event

Coordinator / Committee Decisions

Committee members will also be asked to offer their input on how to best tailor the event to our attendees.

- Theme
- Invitations
- Ticket costs
- Catering selections
- Honoree(s)
- Speaker(s)
- Entertainment
- Silent Auction
- Live Auction
- Bid for a Cure



Questions?

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