



# San Dieguito Academy Foundation

*Building a Foundation for Excellence*

## **Special Event / Fundraiser Checklist**

There are a number of events that are held by SDA Foundation and its councils to raise money for General Fund and specific council/ team functions. These events must be coordinated through SDAF Fundraising so that business solicitations, event marketing, ticket sales, etc. will not overlap another event. Following this procedure will maximize the success of every event. SDAF Fundraising also maintains a collection of resources, including databases and marketing support, to help make your Special Event or Fundraiser a success. Please refer to the SDAF Policies & Procedures Handbook for additional details.

Submitted By:	Date:
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Council / Activity:

<input type="checkbox"/> SDAF	<input type="checkbox"/> Academic	<input type="checkbox"/> Athletic	<input type="checkbox"/> Grad Nite	<input type="checkbox"/> Music Council
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<input type="checkbox"/> Student Support	<input type="checkbox"/> Theatre Arts	<input type="checkbox"/> Other (specify Club/Team, Boys/Girls, etc.)
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Event Name:	Date of Event	Time of Event (start/end)
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Event Purpose:

Attachments (Flyer, Press Release, etc)

Event Chairperson	Mobile Phone	Email
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**Approvals**

<input type="checkbox"/>	Council/Team/Club/Chair	Signature	Date
<input type="checkbox"/>	SDA Staff (Head Coach - Athletics only)	Signature	Date
<input type="checkbox"/>	SDA Administration (Assistant Principal)	Signature	Date
<input type="checkbox"/>	SDAF Executive Director/President	Signature	Date

Event Location	Event Address
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Event Location Contact	Mobile Phone	Email
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**San Dieguito Academy Foundation**  
 800 Santa Fe Drive, Encinitas, CA 92024  
 (760) 753-1121 ext. 5085 / [sdafoundation@sduhsd.net](mailto:sdafoundation@sduhsd.net) / [www.SDAFoundation.com](http://www.SDAFoundation.com)



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<b>To Be Completed if Special Event Insurance Coverage is Required</b> <i>(if you aren't sure, just ask)</i>			
Estimated Total Revenue	Estimated Attendance	Open To	<input type="checkbox"/> SDA Only <input type="checkbox"/> General Public
<b>To Be Completed If Alcoholic Beverages Will Be Served</b>			
Are alcoholic beverages being provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," provided by:	
Are alcoholic beverages being sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," sold by (Business Name):	
Business Contact	Contact Phone	Contact Email	
<p><b>Note:</b> Alcoholic Beverages are not allowed on SDA Campus for Any Event. An SDAF Representative will contact you to review this information and provide additional assistance. Please allow a minimum of 14 days prior to your Event for processing.</p>			
<b>Publicity (How can we help make your event a success?)</b>			
<input type="checkbox"/>	Master Calendar	Starting when?	
<input type="checkbox"/>	SDAF Website Support	Starting when?	
<input type="checkbox"/>	Weekly Bulletin Announcement	Starting when?	
<p><b>Announcement</b> <i>(Be brief.. "what's happening", "when it's happening", "where it's happening," " why it matters", and "where to go for more info")</i></p>			
<input type="checkbox"/>	Principal All-Call	Starting when?	
<p><i>Subject to approval by Principal. Send announcement "copy" to Lois Delanty (lois.delanty@sduhsd.com)</i></p>			
<input type="checkbox"/>	ASB On-Campus Publicity	Starting when?	
<p>ASB is available to assist with On-Campus publicity, including posters, flyers and "getting word out." Contact ASB/Rod Keillor (<a href="mailto:rod.keillor@sduhsd.com">rod.keillor@sduhsd.com</a>) for additional information.</p>			
<input type="checkbox"/>	SDA Broadcast Email	<input type="checkbox"/>	SDA "Mass Mailing"
<p><i>SDAF maintains a comprehensive database of SDA families and alumni donors. Contact SDAF for details on format, lead time, costs, and for assistance in determining the most effective &amp; targeted method for your event.</i></p>			
<input type="checkbox"/>	Press Release / Media Contact:		

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