



# SAN DIEGUITO ACADEMY FOUNDATION

*ENRICHING THE STUDENT EXPERIENCE*

## **Special Event /Fundraiser Checklist**

*There are a number of events that are held by the SDA Foundation and its councils to raise money for the Mustang Fund and specific council/ team functions. These events must be coordinated through the SDAF office 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 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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<i>Council / Activity:</i>				
<input type="checkbox"/> SDAF	<input type="checkbox"/> Academic	<input type="checkbox"/> Athletic	<input type="checkbox"/> Grad Nite	<input type="checkbox"/> Music Council
<input type="checkbox"/> Student Support	<input type="checkbox"/> Theater Arts	<input type="checkbox"/> <i>Other/Club/Team:</i>		

Event Name:	Date of Event	Time of Event (start/end)
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Event Purpose:
<input type="checkbox"/> Attachments ( <i>Flyer, Press Release, etc</i> )

Event Chairperson	Mobile Phone	Email
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<b>Approvals</b>			
<input type="checkbox"/>	SDA Team Head Coach /Club Advisor	Signature	Date
<input type="checkbox"/>	SDA Staff (Head Coach, Council Chair, Dept Head)	Signature	Date
<input type="checkbox"/>	SDA Administration (Principal, AD)	Signature	Date
<input type="checkbox"/>	SDAF Executive Director/President	Signature	Date



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Event Location	Event Address	
Event Location Contact	Mobile Phone	Email

**To Be Completed if Special Event Insurance Coverage is Required (if you aren't sure, just ask)**

Estimated Total Revenue	Estimated Attendance	Open To	<input type="checkbox"/> SDA Only <input type="checkbox"/> General Public
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**To Be Completed If Alcoholic Beverages Will Be Served**

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

**Note:** 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 to prior to your Event for processing.

**Publicity (How can we help make your event a success?)**

<input type="checkbox"/> Master Calendar	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> SDAF Website Support	<input type="checkbox"/> Yes <input type="checkbox"/> No Starting when?
<input type="checkbox"/> Weekly Bulletin Announcement	<input type="checkbox"/> Yes <input type="checkbox"/> No Starting when?

**Announcement** (Be brief.. "what's happening", "when it's happening", "where it's happening," " why it matters", and "where to go for more info")

<input type="checkbox"/> ASB On-Campus Publicity <input type="checkbox"/> Yes <input type="checkbox"/> No 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.
<input type="checkbox"/> Press Release / Media Contact <input type="checkbox"/> Yes <input type="checkbox"/> No SDAF can assist with developing an approved press release and distribute out to local print and electronic media. Please let us know how we can help.