



# PLANNER

TASK	DATE	WHO
<b>Set Collection Date:</b> (Hint: Give yourselves a good 3-4 weeks to run your Fundraiser)		
Fundraiser registration & letter submitted This is done via the website under 'Start Fundraising' (Organisation letterhead / written by Executive)		
Make sure you have all the resources to promote your Fundraiser. Krispy Kreme has posters and forms to streamline your Fundraiser. These can be downloaded or emailed from Krispy Kreme's Events Team		
Launch Fundraiser		
Print and give out order forms		
Collect contact details for those who are organising orders		
Print out promotional Fundraiser posters to support activity		
Social Media (if applicable - Launch post)		
Social Media (promote fundraiser including orders and payments dates)		
Collect Orders and Payments from teams / classes (Hint: Give yourself at least a 7 day buffer to allow you to chase the last minute orders)		
Confirm overall order and payment with Krispy Kreme		
Collect order from Krispy Kreme and distribute to your organisation members		