

# AFTER THE EVENT IS OVER



## Your Closing To-Do's:

The event is over and it's time to start wrapping up loose ends including paying outstanding invoices and submitting the proceeds to London Health Sciences Foundation.

Here is your final list of to-do's:

- Be sure to thank your committee
- Pay outstanding invoices
- Collect outstanding payments
- Complete your final budget
- Submit proceeds to London Health Sciences Foundation within 90 days of your event
- Tax receipts – if applicable, please provide all donor information to LHSF's Community Events staff along with net proceeds
- Have a wrap up meeting with your committee and evaluate what went well and what could be changed
- Thank and acknowledge those who participated in or supported your event
- Thank your volunteers separately
- Thank your sponsors separately
- Thank your auction donors

**TIP: Acknowledge in your thank you letters/emails how much you appreciate their support. It's a good idea to let them know how much your event raised and the impact those funds will have.**

Then...start planning next year!