


## Third-Party Fundraiser Marketing Checklist

### 6–8 Weeks Before: Approval & Planning

- ☐ Read through Catholic Charities [Third-Party Fundraising Guidelines](#)
- ☐ Confirm: Event name, date, time, and location, fundraising goal and how funds will be collected and submitted.
- ☐ Submit your [Third-Party Fundraising Request Form](#)
- ☐ Receive written approval from Catholic Charities Terre Haute
- ☐ Check out our [Marketing Toolkit](#) and start promoting your event

### SAMPLE SOCIAL MEDIA POSTS & TEXTS

**Social Media:**  Save the Date! On [DATE], I'm hosting [EVENT NAME], with proceeds benefiting Catholic Charities Terre Haute. This organization supports individuals and families in our community with compassion and dignity. More details soon!


**Text:** Hi! I wanted to share that I'm planning a fundraiser on [DATE] to benefit Catholic Charities Terre Haute. I'd love for you to be part of it—more info coming soon!

---

### 4–6 Weeks Before: Announce & Invite

- ☐ Post on social media 2–3 times per week
- ☐ Personally invite friends, family, coworkers, and faith/community groups
- ☐ Share why you chose to support Catholic Charities
- ☐ Encourage others to share your posts
- ☐ Contact local businesses for in-kind donations or sponsorships

### SAMPLE SOCIAL MEDIA POSTS & TEXTS

**Social Media:** I'm excited to invite you to [EVENT NAME] on [DATE]!   
This event is independently hosted, with proceeds benefiting Catholic Charities Terre Haute, supporting neighbors in need across our community.  
Learn more or support here: [LINK]

**Text:** I'm hosting a fundraiser on [DATE] to benefit Catholic Charities Terre Haute and wanted to personally invite you. Here's the link if you'd like more details: [LINK]

## 2–3 Weeks Before: Build Awareness & Trust

- ☐ Post 3–4 times per week
  - ☐ Share how Catholic Charities serves the community:
    - ☐ Families
    - ☐ Children
    - ☐ Neighbors
- ☐ Highlight event details and reminders
- ☐ Share the approved donation or ticket link

### SAMPLE SOCIAL MEDIA POSTS & TEXTS

**Social Media:** Why I chose to support Catholic Charities Terre Haute ❤️  
Their work helps individuals and families find stability, dignity, and hope during difficult times. I'm proud that the proceeds from this event will support their mission.  
Join us or donate here: [LINK]

**Text:** I wanted to share why this fundraiser matters to me. Catholic Charities Terre Haute does incredible work for families and individuals in our community. If you're able to support or share, thank you so much: [LINK]

---

## 1 Week Before: Final Push

- ☐ Post daily or every other day
- ☐ Share countdown reminders
- ☐ Personally follow up with key supporters
- ☐ Encourage guests to invite others

### SAMPLE SOCIAL MEDIA POSTS & TEXTS

**Social Media:** 🕒 One week to go!  
[EVENT NAME] is almost here, and I'm grateful for the support benefiting Catholic Charities Terre Haute. There's still time to join us or donate: [LINK]

**Text:** Just a reminder that the fundraiser benefiting Catholic Charities Terre Haute is coming up soon. Hope you can join us or support online: [LINK]



## Event Day

- ☐ Share photos or short videos
- ☐ Thank guests and supporters
- ☐ Share the donation link for those unable to attend
- ☐ Avoid using Catholic Charities staff names or implying staff presence unless approved

## SAMPLE SOCIAL MEDIA POSTS & TEXTS

**Social Media:** Today's the day! ❤️

Thank you to everyone supporting [EVENT NAME]. Every dollar raised will benefit Catholic Charities Terre Haute and its mission to serve our community. If you couldn't attend, you can still give here: [LINK]

---

## After the Event (1–3 Days)

- ☐ Thank donors, volunteers, and sponsors
- ☐ Share results (if known)
- ☐ Submit funds to Catholic Charities Terre Haute per agreement
- ☐ Share a final thank-you post acknowledging Catholic Charities' mission

## SAMPLE SOCIAL MEDIA POSTS & TEXTS

**Social Media:** Thank you for your generosity! ❤️

Because of your support, this fundraiser will benefit Catholic Charities Terre Haute and help serve neighbors in need throughout our community. I'm so grateful to everyone who attended, donated, and shared.

**Text:** Thank you so much for supporting my fundraiser benefiting Catholic Charities Terre Haute. Your generosity truly makes a difference!

---