Third Party Fundraiser
It’s as easy as 1… 2… 3

1. Register Your Event with the National Kidney Foundation of Maryland (NKF-MD)
All fundraising events that benefit the NKF-MD MUST be registered. Please complete and mail/fax/email a signed Third Party Agreement Form to obtain approval from NKF-MD before initiating your event. Please do not move forward with your plans until you have been submitted your application and been notified of our decision.

2. Plan the Event
Determine the goal of your event. How much do you want to raise? How many people do you think will come and how will you get them to attend? Be practical with your goals.
- Set a Date, Time and Location for the event. The best events take time to plan, so start early!
- Identify all costs related to the event and determine what items can be donated.
- Solicit for sponsorships. (Consider sponsors that make sense for your event. Start with businesses that you frequent or would have an interest in your event. Focus on local businesses instead of larger corporations who are often more difficult to involve.)
- Know your facts about the NKF-MD and patients with kidney disease. Sponsors, the press, and your event attendees will want to know about the cause. Remember an important part about hosting an event is not just raising money, but to also raise awareness.

3. Execute the Event
- Recruit an appropriate number of volunteers to help you execute the event smoothly.
- Estimate the number of attendees you expect to attend.
- Create a schedule and layout for the day of the event including timing and location of registration, check-in, etc. Determine who will lead the event and the schedule of any presentations or programs if they are involved.
- Consider your needs and expenses for executing the event. Many of these items can be donated by local businesses that would like to help out with your cause. Some possible needs to consider include:
  - Food & Beverage
  - Floral & Decorations
  - Raffle & Silent Auction Prizes
  - Party Favors
  - Tables, Chairs, Linens, any other rentals
  - Audio & Visual Equipment
  - Photography
  - Venue
  - Permits & Insurance
  - Printing
  - Send us a summary of your event’s success and include any photos that you have!
  - Follow-up with thank-you notes to anyone who helped out with the event

All proceeds of your event should be sent to: National Kidney Foundation of Maryland (All
checks should be payable to “National Kidney Foundation of Maryland or NKF-MD.”

**National Kidney Foundation of Maryland**
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Attn: Department of Field Services

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