



Fundraising Event Roles

What is expected of you as an event host?

- Assign and identify a point of contact.
- Know your event budget.
- Create an initial guest list.
- Develop your event plans and goals.
- Secure and confirm the event date, time, and location.
- Plan and coordinate your event from beginning to end.

**If you plan to have your event on campus -work with the University Center event schedulers*

Details you will need to confirm with the University Center include:

- Facility requests
- Layout
- Sodexo catering
- Event Timeline
- Forms - Billing (not including alcohol – see information under “Alcohol” in next column)

What is provided by the CMU Foundation?

- Check balances and give an activity report of your Foundation Account - please reach out to Jenny Pudlewski jfpudlewski@coloradomesa.edu for this information.
- We can help with building your guest list using our donor software and list of donors who have previously given to your club, org, or department.
- Send invitations using your event details and marketing via email to donors.
- Build and track web registration on the CMU Foundation website.
- Foundation/Alumni Representative can assist with a raffle or silent auction.
- Submit a request for an unlicensed venue to serve alcohol – **this requires additional planning and information.**
- Payment for alcohol: Alcohol is billed to the Foundation but **PAID** using your account at the Foundation.
 - You cannot pay for alcohol from your CMU Org account.
 - You will need to fill out an expense request / transfer request form to pay your alcohol invoice.