

Hosting an Event

By charging a small event fee, you can introduce new people to the river and raise funds at the same time. Use the checklist below to host a successful event.

- **Event name**
- **Event location**
- **Google maps location**
- **Event date & time**
- **RSVP number, email, or url**
- **Event description**
- **Any suggested donation amount**

Make sure event fees are counted under your Team Fundraiser and to collect the following information from event attendees.

- **First Name**
- **Last Name**
- **Home Address**
- **Email**
- **Amount donated**