



Checklist for a Successful Event

Select the Occasion: Determine if your event is to celebrate a birthday; add excitement to your school's field day; delight your entire community or another special occasion!

Finalize the date and place: Select the day, time and location for your event. Note: if it's a school-based or community-wide event, you may need special permission or a permit.

Choose your method of fundraising: Check out our [Fundraising Ideas](#) to select the ones that are right for you and your Muddy Puddles event.

Plan your event: The messier the better! How will you create your mud puddles? Is it mixing dirt & water in a child's swimming pool? Is it overwatering the grass? Is it pre-making mud pies for your guests to toss at each other? And what's going to get them clean afterwards? Is it a simple garden hose? A sprinkler? A slip & slide? Or even the local fire department? Be sure to download our [activity cards](#) for more fun ideas.

Send invitations: When you send out your invitations, consider including a preview of fun activities planned for the event and some of your fundraising ideas (see [Fundraising Ideas](#)).

Promote your event: Spread the word about your event! Try and get as many people involved as possible—they can help you plan, donate to your efforts, and bring their friends.

Create event Signage: [Download a logo](#) for The Muddy Puddles Project to use on your signs and other event materials.

Go Shopping: Before the big event, check to make sure you have everything you'll need.

Hold your event: This is one event when you don't care if it's raining or sunny; it's all about getting muddy and loving every minute of it! Enjoy! And, be sure to take pictures!!

Upload your Photos: Share those deliciously muddy event pictures with your fellow Muddy Puddles party planners and with us by uploading your event pictures to our Web site.

Send in your donations: Please send you donations to: Ty Louis Campbell Foundation, 91 Gleneida Avenue, Carmel, NY 10512

Thank your supporters: A personal "thank you" note is always a nice touch. Check out our [sample thank you note](#) for individuals and local businesses, or create one of your own.