

Fundraising Checklist

Please use this checklist to make sure that you have supplied all necessary permits and approvals for your fundraising event:

- Ticket price (for raffle, meal, etc.)
- Proof of insurance covering Berkshire Taconic
- Town permits for gaming activities
- Sales tax permits for the selling of goods
- One-day liquor license
- Municipal approval for fun run or bicycle ride
- Listing of fair market value for auction or raffle items
- Solicitation materials for review by communications director prior to publication

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