



CANCELING OR POSTPONING YOUR TEAM FOX FUNDRAISER

TALK TO YOUR COMMITTEE

Consult with your committee and/or co-hosts. Make sure everyone understands the decision and can communicate the changes to stakeholders and participants.

NOTIFY YOUR SPONSORS

Give your sponsors a heads up about the changes before making an official announcement. Communication is key to maintaining the relationships you've built with these partners.

UPDATE ALL KEY WEBSITES

Update your registration or ticketing website, social media channels and email responses to include your decision and a new date, if applicable.

CONTACT ALL VENDORS

Coordinate with your venue, caterers, race company or any other vendors to either reschedule to a new date or cancel completely.

INFORM YOUR CONSTITUENTS

Reach out to all participants, attendees and donors. Provide as much information as you can, even if that means telling them you'll reach out at a later date with more.



THE DECISION TO CANCEL OR POSTPONE YOUR EVENT IS DIFFICULT.

Please know that the Team Fox staff is here to support you every step of the way. We're in this together. Email us at teamfox@michaeljfox.org.



teamfox.org

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