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## Grand Opening Events Concept Itemization

### Business and Goals Review

- How will this Event increase Business Relationships (or donors)?
- What do I plan to accomplish through this event? (itemize your answers)
- What are my goals for the day of the event? (Product Driven.)
- How will you follow up with event attendees?
- How will you measure your events success?

### Grand Opening Plan – The Benefits!

When considering a grand opening, several factors should be considered:

1. **Announcements:** direct mail and letters to the community announcement as well as a script for the pre opening tours, and grand opening
2. **Branding:** Publicity, to increase volume, and increase your door support/gain new support
3. **New Business:** Obtain political support/alignment.
4. **Retention:** Retain existing donors and supporters through appreciation.
5. **Growth:** Gain additional community support

### PROPOSALS

- I. **Pre-Opening Announcement Advertising:** *Simple* Publicity and Direct mail. This is a unique opportunity to grow and make an impression.
- II. **Donor Base Announcement and Custom Invitation**
  - o Invite Businesses and Vendors
  - o Develop alternative attendance campaign, “plant a tree, buy a computer”
- III. **Private Tour and High End Soirée**
- IV. **Children and Family Day with Press**
  - **Legacy:** Grand Opening photo to hang on interior of building
- V. **Extend the Life of Opening: into Seasons and New Needs**
  - Fundraise for “custom” needs in 1<sup>st</sup> year, computers, furniture, books for “new students”

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