

***Checklist for clients***

***This week:***

\_\_ Post to social media that you are participating in #GivingTuesday on behalf of NEADS (see [sample posts](https://neads.org/wp-content/uploads/2022/11/Sample-Social-Media-Posts-2022.docx)) and be sure to include the link to your NEADS fundraising page

\_\_ Add this [flyer](https://neads.org/wp-content/uploads/2022/11/Matching-funds-flyer-2022-scaled.jpg) to your NEADS fundraising page as an [update](https://neads.org/client-fundraising-page-adding-updates/) so that donors know there will be matching funds available

***Night before:***

\_\_ Post again to remind people that tomorrow is the big day. It’s #GivingTuesday *and* matching funds are available.

***Day of:***

\_\_ Post to social media early in the day and throughout the day. Remember to [thank donors](https://neads.org/client-fundraising-pages-thanking-donors/) directly on your NEADS fundraising page.

***Day after:***

\_\_ Follow-up social media post to thank donors

***Week after:***

\_\_ Add an [update](https://neads.org/client-fundraising-page-adding-updates/) to your NEADS fundraising page thanking donors