

The 'Compleat' Checklist For Fundraising Events

Supporting you to deliver exceptional
and inspiring events



**Bringing together communities to
effect change and inspire**



YOUR FUNDRAISING EVENT

checklist

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inspiring events

- Set your aim, what is your fundraising target?
- Decide on a clear message and theme for your event
- Set a budget
- Gather your organising committee
- Secure a venue, remember to negotiate!
- Set a date, do you need to consider the weather?
- Set ticket price or equivalent, make sure it is clear what's included
- Book suppliers (entertainment, catering etc)
- Decide how you will collect donations
- Organise something to boost donations, for example an auction or raffle
- Create marketing and post on social media
- Consider menus carefully and arrange menu tasting if applicable, remember to consider dietary requirements
- Purchase/Gather extras. You want to wow your guests, what will you have on offer?

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- Make sure your guests have clear instructions and know what to expect
- Consider how you will get everything to the venue
- Finalise a schedule for set up, you want everyone to be clear on what needs to be done. Will you need to find extra volunteers to help?
- Leave yourself plenty of time to set up, some guests will arrive early!
- Produce thank you letters for your volunteers
- Pay your suppliers
- Do a final count of donations and update all your guests!

For more help contact us!



Contact Heather on 01489 668333