Organising Your Fundraising

Organising your fundraising event

Your event
- Is it manageable?
- Is it something you will enjoy doing?
- How many people will you need to invite?
- Is the event interesting, will people want to support it?

Money Matters
- What is the cost of the event?
- How are you going to raise money?
- How much do you want to raise?
- How are you going to cover the costs?

Venue
- How much will it cost?
- Is it accessible?
- Does it have adequate parking?
- Is it insured?

Insurance
- Will you need insurance to cover accidents or bad weather?
- Is it risky? Do you need professional advice?

Scheduling
- When should you hold the event?
- Will it be competing with another fundraising event?
- Who is your audience?

Keep it Legal
- Do you have to inform the guards or local authorities?
- Do you need a license or permit?
- Do you have permission from the club?

People and equipment
- Will you need help?
- Do you need celebrities?
- Do you need to hire equipment?
- Who will organise volunteers?
- Where will you get help from?

Publicity
- Will you need to produce posters, flyers, tickets etc.?
- How will you promote the event?
- Have you got a photographer?
- Will the local paper/radio help?