



Fundraising Checklist

VENUE Where are you going to hold your event?

DATE Set a time and day!

REGISTER Let us know what you're planning – we can provide you with support.

TARGET & BUDGET Set a target and a budget for your fundraiser. A target should be high, but achievable.

PERMITS & INSURANCE Do you need any special permission to hold your event? Do you need insurance cover?

RESOURCES What do you need to make your event happen?

DONATING How are you going to donate your money? Contact the fundraising team to discuss your options.

INFORMATION Do you have the information you need about what you are fundraising for?

HEALTH & SAFETY What measures might you need to take to make your event safe?

WASTE What will you do with any waste created by your event?

SPREAD THE WORD Let people know! Share images, posters and links. The earlier the better! Images of the day are great, but make sure that you have the permission before sharing photos of others!