

# Event checklist

**Hosting a fundraising event? Here are some simple steps to ensure you have everything you need.**

## **Decide on your event**

This should be something fun and easy! The best way to fundraise is to do it whilst doing something you love. Love to bake? Do a bake sale. Love to run? Set yourself a new challenge!

## **Register your event**

Use the online form to register your event and create your unique fundraising page. Wait to receive your 'Authority to Fundraise' email from Barnardos, and you're ready to go!

## **Set a fundraising goal and organise a budget**

Setting a goal from the start will inspire your supporters and will help when planning how much you can afford to spend. Remember to keep costs low – that's where sponsorship helps.

## **Choose the date and book the venue!**

Once you have the venue, you can really get planning. Make sure it is the perfect location for your event needs (catering, tv screens, etc.) This is the first step for any successful event, especially because venues book out quite far in advance.

## **Use our helpful resources to request donations and sponsorship**

Remember to ask your local community for their support. People love to get behind a good cause.

## **Promote your event far and wide**

- Put up posters with all the key information near the venue or around your local area.
- Tell your family and friends – word of mouth is a great way to get your network involved and to grow awareness.
- Tell the local media (use our handy Media Release Template to share the story).
- Share the event on your social media (use our Social Media Tiles for a quick and easy way to post that you're fundraising to support Barnardos).

## **Set up the big day**

- Decorate the room (we recommend green decorations, for Barnardos' brand colour).
- Make sure people attending know what they are fundraising for, and the impact they can have by supporting Barnardos Australia. People like to feel connected to what they are donating to.
- Set up your QR code posters or collection boxes so you're ready when those donations roll in.
- Remember to have fun! Enjoy the day and take a moment to observe all your hard work.

## **Donate your funds raised**

- Say 'thank you' to all your supporters and those that attended your event. We recommend sharing how much was raised with them, so they can feel inspired that they made a big impact!
- Fill out your remittance form and send to the Community Fundraising Team.
- Feel proud because you made such a huge difference to the lives of vulnerable children.