

# EVENT PLANNING TIMELINE

## 3-6 MONTHS PRIOR TO YOUR EVENT

- **Make Some Initial Decisions and Contacts**
  - What is your fundraising goal?
  - Decide on the who, what, when and where.
  - Build a team to help you
  - Work out your budget
  - Get in touch with Arthritis Ireland fundraising team about the event. Chances are we have come across the type of event you wish to hold before and may be able to give you some hints and tips.
  - Liaise with your local Garda Siochana if you need to get any permits. Again, Arthritis Ireland can advise you here on whether you may need a permit.
  - Start looking at whether you may need additional insurance for the event.

## 2 MONTHS PRIOR TO YOUR EVENT

- **Publicise your event**
- Send out invitations or publicise with posters, flyers, email or on your local radio station and newspaper
- **Tell us about your event**
  - We can help promote the event through Facebook and Twitter pages.
- **Plan the details**
  - What do you need to take with you on the day?
  - Do you have enough time and people to help set up?
  - Do you need to take any extra equipment?
  - Have you got specific roles to fill on the day?
  - Do you need a cash float?
  - Do you need someone to be responsible for cash on the day?

## 1 MONTH PRIOR TO YOUR EVENT

- Tell those who are helping you what their role will be and when you will need them and those who providing a service at the event.
- Collect up and double check any equipment or materials you will need.

## 1 WEEK PRIOR TO YOUR EVENT

- Make any final preparations ahead of the event.

## ON THE DAY OF YOUR EVENT

- Go over the details and make sure that you have plenty of time to set up.
- Make sure your team is happy and ready to go.
- Take lots of photos!

## AFTER THE EVENT

- Count up how much you have raised after costs
- Send thank you letters to anyone who has helped organize the event with you
- Let your local papers, radio etc know how much was raised.
- Tell Arthritis Ireland about your success and share photos and stories with us.