

EVENT PLANNING CHECKLIST

- **Getting Started**

- Set your fundraising goal – How much would you like to raise?
- Decide on the event or activity – how are you going to reach your fundraising goal?
- Decide on a date – make sure it doesn't clash with any big events in your local area, bank holidays or national events. Also- have a think about school holidays or major sporting events.
- Allow enough time to plan and organize – think about commitments you may have.

- **Make Some Plans**

- Find a suitable venue – does it have the facilities you need? Is it fully accessible? Does it have parking? Is it easy to get to /well known in the local area?
- Build a team of family and friends to help you – think about their skills and talents and allocate tasks.
- How will you raise money? Ticket sales, raffles, sponsorship are all good starting points

- **Think About Safety**

- Make sure your event is legal and safe – do you need a permit or licence?
- Do you need insurance cover?
- Decide who will be responsible for first aid on the day (if needed)

- **Work out a budget**

- Work out how many people need to attend or contribute for it to be successful or to reach your fundraising goal?
- Take into account all your costs;
 - Venue , Publicity, Hire of Equipment, Decorations, Entertainment, Prizes, Refreshments, Materials, Admin costs (Phone calls etc) Insurance, First Aid Cover etc *

- **Publicise Your Event**

- Get in touch with Orla on 01-6470209 – do you need any branded materials – these can include posters, flyers, balloons, collection boxes and information booklets.
- Send out invitations if your event is invitation only.
- If your event is open to the public think about the following;
 - Who do you want your publicity to reach? Where will they most likely see a poster or pick up a flyer?
 - Can you send an email around your place of work or another local business? Will friends send emails around their place of work?
 - Does your local newspaper or radio station have a “What's On?” page?
 - Can you make use of Facebook and Twitter to spread the word?

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- **Plan the Details**
 - What do you need to bring 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 money on the day?

- **On the day**
 - Enjoy your event and take lots of pictures!

- **After the Event**
 - Count up how much you have raised after any costs.
 - Send thank you's to those who have helped with the event or those who came along – they will be keen to see how much was raised?
 - Shout about it – Let the local papers know and tell your friends.
 - Tell us how the event went and share your photos and stories.
 - If you were to do it again, what would you do to make the event better next time?

If you have any other questions or queries about your event, please make sure to contact us. We are here to help in any way that we can and would be delighted to hear from you. You can contact Orla on 01-6470209 or fundraising@arthritisireland.ie