

Event Planning Timeline

3 to 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
 - Tell your [local fundraising](#) contact from Arthritis UK about the event
 - Liaise with your local authority regarding any licences or permits you may need
 - Start looking into whether you need insurance cover for the event
 - Use the Risk Assessment template to identify any hazards – look at our [Make your event safe](#) pages for more information

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 'What's On' pages
- **Tell us about your event through your local fundraising contact**
 - We can add your event to our 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 money 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 are providing a service at the event
- Collate 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 the event

- Go over the details and ensure you have plenty of time to set up
- Make sure your team are happy and ready to go
- Take photos!

After the event

- Count up how much you have raised after any costs
- Send thank yous to those who have helped with the event or those who came along – they'll be keen to know how much was raised
- Shout about it - let your local paper know and tell all your friends!
- Tell [us](#) about your successes and share your photos and stories with us