

## 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 any national events. Also have a think about school holidays, and whether the time of year or weather will affect your event.
- ☐ Allow enough time to plan and organise – think about any 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
- ☐ How will you raise money? Ticket sales, raffles, auctions, sponsorship are all good starting points

- **Think about safety**

- ☐ Make sure it's legal and safe – do you need to apply for any licences or permits?
- ☐ Do you need insurance cover?
- ☐ Decide who will be responsible for first aid on the day
- ☐ Complete a Risk Assessment for the event

Take a look at our [Make your event safe](#) page for more information

- **Work out a budget**

- ☐ Work out how many people need to attend or contribute for it to be successful / to meet your fundraising goal?
- ☐ Take into account all your costs:
  - ☐ Venue
  - ☐ Publicity
  - ☐ Hire of equipment
  - ☐ Decorations
  - ☐ Entertainment
  - ☐ Prizes, refreshments, materials
  - ☐ Admin costs e.g. phone bills, postage
  - ☐ Insurance
  - ☐ First aid cover
  - ☐ Fees for licences or permits

- **Publicise your event**

- ☐ Tell your [local fundraising](#) contact for Arthritis UK about the event – do you need any branded materials? These can include posters, flyers, balloons, collection boxes and information booklets.
- ☐ Send out invitations if your event is for invited guests 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?
  - ☐ 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 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?

- **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'll be keen to know how much was raised
- ☐ Shout about it - let your local paper know and tell all 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 even better next time?