

# ORGANISING YOUR FUNDRAISING EVENT

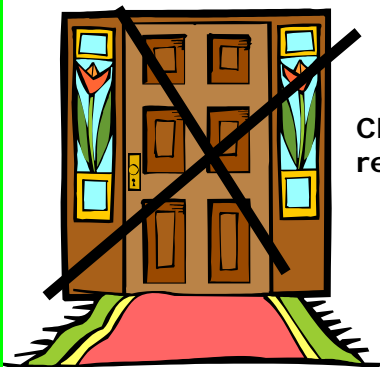
Your Fundraising event will only be successful if you have thought about everything in advance.

Completion of the ACTION PLAN PROPOSAL form will help you think your plans through

*You must take your proposal to your Head teacher or parent / guardian to ask for their permission. You should only continue from here when they have agreed to your ideas.*

## HEALTH & SAFETY

**NEVER** do anything for fundraising which might put you or anyone else in danger.



**NEVER** go door to door collecting sponsorship or donations. It is dangerous.

Children should be accompanied and supervised by a responsible adult at ALL times.

## THINGS TO THINK ABOUT

If you are doing the event outside - is there anywhere for you to go in bad weather?

Do you need prizes? How are you going to pay for them? Who is going to buy them?



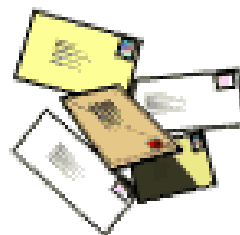
Are you going to give certificates? Who is going to design and/or print them?

How are you going to publicise the event?

Do you need to give anyone a special invitation?

Does anyone need directions to the venue?

How are you going to record your event? Do you need any equipment?



## CHECK THAT YOU HAVE EVERYTHING THAT YOU NEED BEFORE THE DAY:

Float of change, if your event involves money

Sponsor forms, if you are doing a sponsored event.

Raffle tickets (if this applies)

Tables, chairs



Do you need any music, or a speaker system? (This may be especially important if it is an outdoor event)

Have you got enough people to help you?



# HAVE A NICE DAY!