

Plan your fundraising

Take the stress out of planning your event and use our handy checklist below. Simply tick off your to-do list as you go

Tasks

Notes

Deadline

Done ✓

Brainstorm your event. Bake sale? Pub quiz? Will there be a theme? For example, fancy dress or something seasonal like Halloween or Christmas?

Set a date – think about how long you'll need to plan your event. The bigger the fundraiser, the more time it will take to get sorted. Don't forget, the longer you advertise your event for, the more time you'll have to get everyone excited!

Location, location, location – save money by hosting at home or see if a venue could do a reduced fee or even a freebie

Divide and conquer – involve your friends and family. Share responsibilities, give clear and specific tasks and check in regularly

Keep it legal – think through any legal and potential health and safety issues. For example, do you need a licence to host a raffle? Get in touch with us if you're unsure

Create your guest list and send out invites – make sure your friends and family have the date in their diary, so they can support you on the day

Promote your event – use social media, word of mouth, posters in your local area or get in touch with your local newspaper

Set up a JustGiving page and share on social media – make sure you've added a photo, a fundraising target and why you're fundraising for us

Before the event

Tasks

Notes

Deadline

Done ✓

Event day

Reminders - people sometimes need to be asked a couple of times before they make a donation, so share, share and share again

Share photos - use social media to show off your event, be creative with photos, stories and reels – the more eye-catching the better. We love seeing your photos so don't forget to tag us!

Thank everyone for attending – share the impact of their donations by using our handy poster

Collect any last donations – give your supporters a deadline so you know when it's all wrapped up

Pay in your donations and share your success!

After the event



If you have any queries, please contact the Fundraising Team on **020 7940 1769** or **events@bowelcanceruk.org.uk**

bowelcanceruk.org.uk  @bowelcanceruk  /bowelcanceruk

