
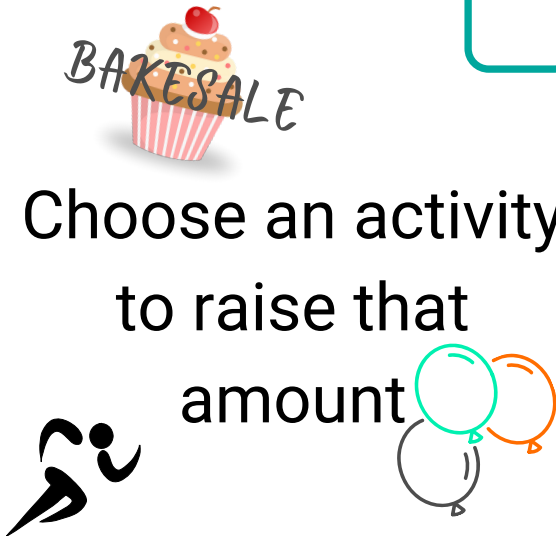











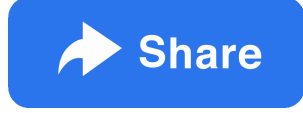


# Fundraising planning checklist



Use this handy list to help you plan your event. If your stuck for ideas get in touch we are bursting with ideas!

<p>Decide how much you hope to raise</p> 	<p>Choose an activity to raise that amount</p> <p><i>BAKESALE</i></p> 	<p>Make certain your parent/guardian is happy for you to take part</p> 	<p>Make sure what you're doing is safe and legal</p>	<p>Pick and confirm the date</p> 
<p>Book the venue</p> 	<p>Get some help if you need it, set up a group. Who will be on this group?</p> 	<p>Draft your budget</p>	<p>What suppliers do you need?</p> 	<p>Create posters &amp; flyers to help advertise your fundraising activity Or use ours</p>
<p>Promote and advertise your fundraising activity</p> 	<p>Tell your local media about your fundraising activity – use the press releases online</p>	<p>Send details of your fundraiser to all of your contacts (Facebook, Twitter, email etc)</p>	<p>Complete a risk assessment</p> 	<p>Recruit volunteers (if needed)</p>
<p>Keep track of your guests, number of tickets sold, depending on the type of fundraising you are doing.</p>	<p>Confirm fundraising activity with all suppliers</p> <p><b>YES</b></p>	<p><b>DON'T FORGET</b></p> <p>Send a reminder to everyone taking part the day before your fundraiser</p>	<p>List &amp; tick off everything you need for your event.</p> <ul style="list-style-type: none"> <li>decorations</li> <li>posters</li> <li>helpers</li> <li>prizes</li> </ul> 	<p><b>Have fun FUNDRAISING</b></p> 
<p><b>WELL DONE</b></p>	<p>Count the total amount raised</p> 	<p>Send your money (and Gift Aid forms) to Homeless Oxfordshire</p>	<p>Let everyone know how much you raised and say thank you for taking part.</p> 	<p>Tell us all about it</p> <p>E mail us ,tag us in a post on socials</p> 

# THANKYOU

Start planning your next fundraiser