

HOW TO ORGANISE A FUNDRAISING EVENT



Every event is different but here is a quick checklist to get you started.

Please let us know which events you are planning in advance by emailing info@realitygives.org as there may be items we can help provide you with.

PLANNING YOUR FUNDRAISER

- Think of an engaging fundraising idea that will appeal to your contacts (work colleagues, friends, family, your children's school).
- Check out other events that people you know have created that have been successful - can you do something similar?
- Be realistic about things – think carefully about how much you can charge for tickets and how many people you expect to come along.
- Think through your budget for the event to check that you are spending money and using your time wisely. Are there items you can ask local companies to donate for free?
- Plan your publicity – make use of social media to spread the word!
- Set up an online fundraising page and share with your contacts.
- Do you need any materials from Reality Gives check out our fundraising toolkit or contact us directly for help.
- Recruit support to help (work colleagues, family, friends).
- If it's a ticketed event or you will collect lots of cash at the event, think about where you will store it securely before it is banked.

DURING YOUR EVENT

- Appoint someone in overall charge of the event. Make sure everyone knows who this is.
- Take lots of photos to share and even tag Reality Gives in live stories!
- Look after your participants and volunteers– make sure they are safe and catered for if necessary. Thank everyone that has supported and / or attended the event.

AFTER YOUR EVENT

- Share – let us know how you got on and tell your participants and volunteers – it's great to know you've been part of a successful event.
- Collect in all the funds raised and keep securely. Either transfer the funds raised via bank transfer or one of our donation platforms on our website. Please add a reference to the money so we can identify easily to confirm receipt of funds.
- Send us your photos – we love to share on Social Media @realitygives!

