

Planning and Organising

When you are planning your event or activity it is really important to be organised, so start by writing a list of things that need to be done.

To get you started, here's a few we think are essential for fundraising planning:

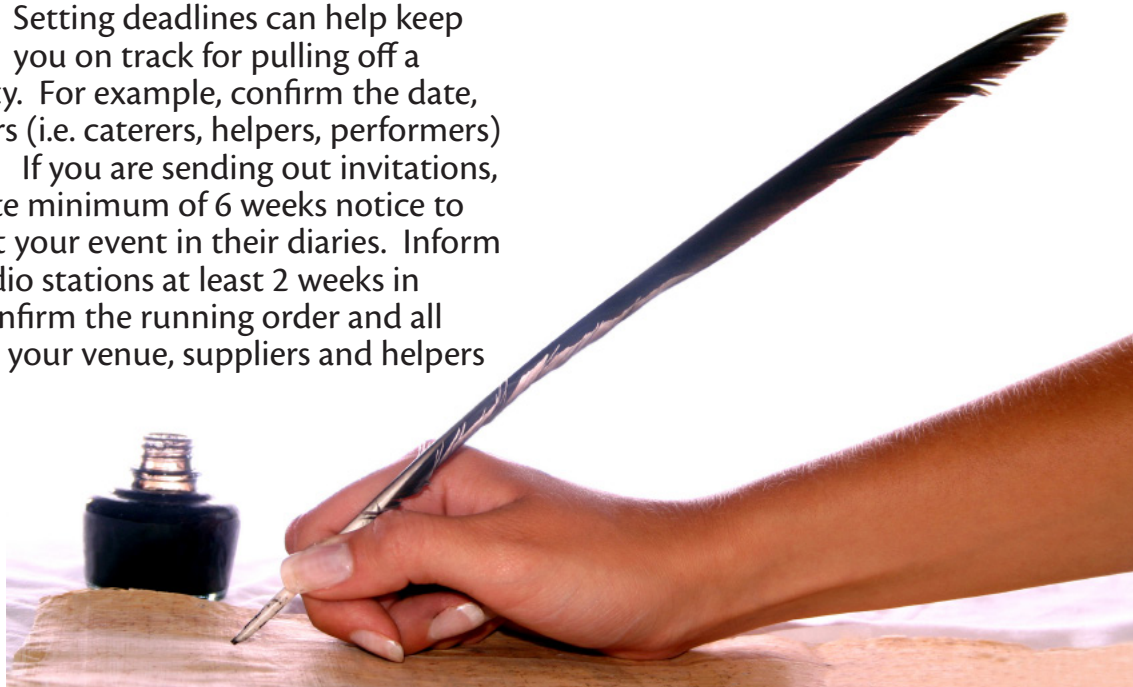
1. Decide what you are going to do
2. Let us know
3. Choose a date and time
4. Set deadlines and stick to them
5. Choose a suitable venue
6. Think about a budget
7. Asking for help
8. Equipment
9. Don't rely on the weather
10. Hospice representative

1. From coffee mornings to fashion shows, quiz nights to balls, anything goes. To help you decide, think about what you're good at and what resources you have available, then check out the A-Z of ideas to kick start your creative thinking!

2. If you are organising any sort of fundraising, please contact the relevant officer who (see Page 2) can offer support and advice in many different ways.

3. Check your date and time doesn't clash with any other major events taking place, either nationally (i.e. Red Nose Day) or locally. Don't forget to give yourself enough time to get ready for your big day!

4. Setting deadlines can help keep you on track for pulling off a successful fundraising activity. For example, confirm the date, time, venue and any suppliers (i.e. caterers, helpers, performers) as far in advance as possible. If you are sending out invitations, try to give people an absolute minimum of 6 weeks notice to ensure they have time to put your event in their diaries. Inform your local newspapers or radio stations at least 2 weeks in advance of your date. Re-confirm the running order and all event or activity details with your venue, suppliers and helpers a week before the event.



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Remember you can't do everything yourself, so don't be afraid to ask others for help!

5. Think about a good venue and tell them the event is for charity; this may secure it free of charge or at a discounted price!

Other things to think about:

- Disabled access
- Suitable lighting
- Toilet facilities
- Adequate parking/requirement for parking stewards
- Safety capacity and maximum numbers
- Minimum numbers required by the venue/caterers
- How to leave the venue as you found it and with minimum disturbance to local residents

6. What will it cost you? Think about if there is a way you can attract support or sponsorship to cover your costs, or get items donated so that all money raised at your event is donated to St Ann's. We have included a section on maximising your funds raised in Section 2.

7. Once you have an idea of the work that needs putting into organisation, look to see if you can delegate some of the tasks to colleagues, family and friends who may be able to help you. Forming a committee may be useful, so that all responsibility doesn't fall to you.

8. Work out any equipment you might need and how you can source it.

9. We love our changing seasons but sadly, we can't guarantee the right weather for every occasion. If you are planning an outdoor event, please also think of a contingency plan should the weather be unpredictable.

10. If you require a Hospice representative to attend your fundraising event, we would appreciate as much notice as possible. We always do our best to attend as many events as we can, however, please note we have so many similar requests we cannot guarantee that we will definitely be able to attend.

