

# Fundraising Tips for Success

## Q's to ask yourself Before hosting a Fundraiser

### Planning an event

#### Your Event

- ◆ Is it manageable?
- ◆ Is it something you will enjoy doing?
- ◆ How many people will you need to invite?
- ◆ Is the event interesting?
- ◆ Will people want to support

#### Venue

- ◆ How much will it cost?
- ◆ Is it accessible?
- ◆ Does it have sufficient parking?
- ◆ Is it insured?
- ◆ Does it have or need a liquor license?

#### Scheduling

- ◆ Who is your audience?
- ◆ When will you hold the event—Date & Day?
- ◆ What is the best time for this type of event?
- ◆ Will it be competing with any other community events or fundraisers?

#### People & Equipment

- ◆ How much help will you need?
- ◆ Do you need to hire equipment?
- ◆ Who will recruit & organize volunteers?
- ◆ Where will you get help from?

#### Money Stuff

What is the total cost of the event?

- ◆ How are you going to raise money?
- ◆ What is your income target?
- ◆ How are you going to cover the costs?

#### Insurance

- ◆ Will you need insurance to cover accidents or bad weather?
- ◆ If it's a dangerous event, have you sought professional advice?
- ◆ What do you need to insure?

#### Keeping it Legal

- ◆ Do you have to inform the police or local authorities?
- ◆ Do you need a license or permit?
- ◆ Do you have written permission from the charity?

#### Publicity

- ◆ Will you need to produce posters, flyers, tickets etc.?
- ◆ How will you promote your event?
- ◆ Do you need a photographer?
- ◆ Will the local press/radio help you to promote the event?