

Your checklist for planning a successful event

Whatever type of event you're holding, this checklist will make planning it a breeze! Follow these key steps to keep on track.

1. Pick a team to help you out

Rally some reliable friends to help you plan and run your event. The ideal team is passionate, has fundraising experience and lots of good contacts.

2. Set your targets

How much do you want to raise to help beat cancer? Set an ambitious, but achievable, target that takes any outgoings into account. Cut costs by asking for venues, prizes and services to be donated in return for promotion.

3. Find a venue

If you need a venue for your event, start looking now. You'll have to reserve it well in advance. Book any catering or audio-visual equipment you'll need and have a wet weather plan if it's going to be held outside.

4. Check Cancer Council TAS approvals

Make sure you've signed the Fundraising Agreement and received your Authority to Fundraise from Cancer Council TAS. If you want to use our name or logo in your event promotions, please ask us first.

5. Arrange any permits

Check the insurance requirements for your event and make sure you have any necessary state or council permits.

6. Manage any risk

Are there any potential risks for your event, like injury, reputation damage or financial loss? Plan how to reduce or eliminate any risks and run a more enjoyable fundraiser.

7. Create an event plan

Draw up an event plan and give a copy to everyone involved. This will help keep your team organised and on track for success

8. Start publicising your event

Tell everyone you know about your fabulous fundraiser! Use social media, email, posters and flyers, or try old-school calling to reach as many people as possible. Try to tempt local media to cover your event. Review the media guide [here](#).

For details and to donate visit cancertas.org.au



facebook.com/cancercounciltas



twitter.com/cancertas



youtube.com/cancercounciltas



Your checklist for planning a successful event

9. Start banking funds

The sooner you bank the money you raised, the sooner it can start working to beat cancer. Legally, funds must be given to us within two weeks of completing your event.

BANK: Use the deposit slips provided.

BPAY: Pay directly from your bank account.

CHEQUE: Send a cheque, made out to Cancer Council TAS Fundraising Officer at your local Cancer Council TAS office.

CREDIT CARD: Call your local office directly to make a credit card payment.

CASH: Drop cash, cheque or money order into your local Cancer Council TAS office.

ONLINE: Donate by credit card on your personal web page. If you've collected cash, you can transfer it to us by paying in the equivalent amount from your credit card.

No matter how you bank your funds, please complete the Return Slip and send it back to us.

10. Take lots of photos

Your fundraising challenge can be an inspiration to others, so get snap happy! Capture the event with photos or video and email the files to specialevents@cancertas.org.au with a completed Photographic Image Approval form.

11. Say "Thank You"

Make sure you recognise everyone who has helped your fundraising. Thank them for both their financial and personal contributions in the fight to beat cancer.

12. Send everything back to us

After your event, please return any receipt or raffle books and donation sheets to us, along with the Return Slip.

For details and to donate visit cancertas.org.au



[facebook.com/cancercounciltas](https://www.facebook.com/cancercounciltas)



twitter.com/cancertas



[youtube.com/cancercounciltas](https://www.youtube.com/cancercounciltas)

