



Your Fundraising Checklist

Want an easy way to stay on top of your fundraising event planning? Our handy checklist is full of helpful tips.

- Decide what you want to do. Check out our ideas list!
- Consider the competition. Are there similar events or large sporting events on that may prevent people from coming along to your event?
- Think big – could other ideas be added to your event to generate more money e.g. raffle or auction?
- Get in touch with us - register below or email fundraising@barnardos.ie
- Decide when and where your event will take place – do you need to book a venue?
- Materials – organise any materials you may need for your event e.g. event tickets, raffle tickets, collection buckets, t-shirts, posters, decorations, prizes etc.
- Recruit help with planning and for the event itself. Ask your network for volunteers.
- Have you conducted a risk assessment of your venue?
- Are all necessary permissions and licences in-place?
- Have you approached local businesses for support?
- Organise your fundraising. You can fundraise safely and securely through [JustGiving](http://www.justgiving.com) (www.justgiving.com), [iDonate](http://www.idonate.ie) (www.idonate.ie) or [Facebook](http://www.facebook.com) (www.facebook.com). Or it may be offline using tickets or sponsorship cards.
- Have you spread the word and told everyone what you are doing? Check out our guide on how to promote your event.
- It's the big day! Turn up early and be ready to get stuck in!
- Have you delegated a volunteer to take lots of photos?
- Gather and lodge funds – organise to get all your funds counted and lodged to Barnardos (Online funds should be automatically transferred to Barnardos).
- Say Thanks! Make sure to let everyone involved know how you got on and thank everyone for their support.

If you need help with any of this just give us a shout at fundraising@barnardos.ie