

Fundraising checklist

To help you fundraise, here is a quick checklist to cut out and keep with you. Use it to ensure you have thought of everything necessary to make your fundraiser a big success.

- Pick and confirm the date
- Book the venue
- Do you need to set up a committee? Who will be on this committee?
- Draft your budget and set your fundraising goals
- What suppliers do you need? Entertainment, food, décor, audio visual, printing etc
- Create posters and flyers to help advertise your fundraising activity – visit our website
- Promote and advertise your fundraising activity
- Tell your local media about your fundraising activity – use the press releases online
- Send details of your fundraiser to all of your contacts (Facebook, Twitter, email etc)
- Complete a risk assessment – use the template online
- Recruit volunteers (if needed)
- Keep track of your guests, number of tickets sold, participants etc
- Confirm fundraising activity with all suppliers
- Send out a reminder to all participants the day before your fundraiser
- List and tick off everything you need to prepare for your event, eg decorations and float
- After the fundraiser, thank people for participating
- Wrap up finances and count the total amount raised
- Send your money (and Gift Aid forms) to Christian Aid
- Send thank you letters to participants, sponsors and volunteers – thank you certificate downloadable online
- Tell us all about it – email events@christian-aid.org
- Start planning your next fundraiser!



We believe in life before death