



AJRAF - Fundraising event checklist

Here's a list of all the questions you need to ask yourself when you are organising any fundraising event:

Planning

- Is the date suitable or does it clash with any major or national event in your area?
- Who can help?
- How much do you expect to make?
- Is it worth doing - will you bring in three times as much as you spend?
- When do you need to raise the money by - can you organise an event in time?

Marketing

- Who are you trying to attract?
- Do you need any flyers or posters? How many? Who will design and print them?
- Where will you put them?
- Do you need to send a press release to local papers or local radio?
(Check with AJRAF)
- Do you need to print invites?

Venue information

- Is the venue available on the date and at the time required?
- Is it big enough?
- Does it have disabled access?
- Is a deposit required?
- Are there enough seats/tables etc?
- Do they provide catering facilities? How much, what choice?
- What toilet facilities do they have and do they have disabled access?

Equipment

- Do you need a TV, video, CD player, and microphone?
- How much will it cost to hire equipment?
- Do you need to put down a deposit? Can you get it for free?

Licence/permission

- Do you need an entertainment licence? (Please check legalities with your local authority/AJRAF)
- Do you need to tell local police or the council?
- Have you informed AJRAF?

Volunteers

- Do you have enough people to help?
- Do they know what to do? Do you need to brief them again?
- Don't forget to thank them after the event

Finance

- Do you have somewhere safe to keep the money?
- If you are collecting money, do you have someone to witness you counting it?

Health and safety

- Have you completed a risk assessment? (Please contact AJRAF for advice on risk assessment).
- Have you made adequate health and safety arrangements?
- Do you have a wet weather contingency plan?