

FUNDRAISING CHECKLIST

TICK WHEN YOU'RE DONE!



1 REGISTER YOUR FUNDRAISER WITH US

Now you've got your idea, the next thing to do is register your fundraising event. To join our team of Community Fundraisers please review our terms and conditions and complete a registration form, both on our website at www.telethon7.com. Once you're authorised we'll send you a fundraising kit with all the tools you need to run a successful fundraiser.

2 ASSEMBLE YOUR FUNDRAISING DREAM TEAM

Fundraising is always easier and a lot more fun in a group. Once you have your team, set a nice big fat fundraising target to get everyone motivated.

3 START PLANNING - WHO, WHAT, WHEN, WHERE, WHY, HOW

Make sure you give yourself enough time to organise your event. As part of your planning ask yourself all these important questions:

WHO Who needs to be involved? Do you need helpers? Suppliers? Sponsors? Who will be buying tickets?

WHAT What do you need to organise for the event? What do you need to bring? Do you need tickets? Will there be people around or do you need to get them there? Do you need cash floats? What is your budget? Do you need to any licences? How can you raise extra money?

WHY Why are you fundraising? What is your goal?

WHERE What area do you need for your event? Do you need catering facilities? Does it need to be indoors or outdoors?

WHEN To help set the time and date of your event, consider any holidays or events in Perth that may clash? How long will it take to set up? Is it likely to rain? Will you need shelter? Where the sun will be? How old are the people attending, what time will suit them?

HOW How will you promote your event?

4 SPREAD THE WORD

The more people that join in and support your fundraising, the more fun you'll have and the more life-changing cash you'll raise. Go all-out and use as many ways as possible to let people know about your fundraiser. If everybody gives a little, there will be a lot to go around.

5 WHAT A DIFFERENCE THE DIFFERENCE MAKES

Share your story, let everyone know why you're fundraising and exactly how their donation or sponsorship can make a difference. The more people know about where their money is going the more likely they are to donate.

6 PAY IN THE CASH YOU RAISED

You've done the hard work, so all that's left is pay in the fruits of your fantastic fundraising. The sooner you do, the sooner we can put it to work changing lives.