

How to Organise a Fundraising Event

Every event is different but here is a quick checklist to get you started. Please let us know which events you are planning in advance by emailing community@anthonymolan.org as there may be items we can help provide you with.

Planning your fundraiser

- Think of a fantastic fundraising idea that will appeal to your contacts (work colleagues, friends, family, your children's school).
- Check out other events locally that are popular - are you in direct competition with other events at the same time?
- Be realistic about things - think carefully about how much you can charge for tickets and how many people you expect to come along.
- Think through your budget for the event to check that you are spending money and using your time wisely. Are there items you can ask local companies to donate for free?
- Plan your publicity - make use of social networking to spread the word, it's free!
- Set up an online fundraising page and make sure everyone knows about it.
- Get your paperwork in order - risk assessment, insurance, licences, first aid cover.
- Order any materials you may need from Anthony Nolan e.g. collection tins, Anthony Nolan t-shirts, posters and banner roll.
- Recruit some volunteers to help (work colleagues, family, friends).
- If it's a ticketed event or you will collect lots of cash at the event, think about where you will store it securely before it is banked.

During the event

- Appoint someone in overall charge of the event. Make sure everyone knows who this is.
- Take lots of photos to share!
- Look after your participants and volunteers - make sure they are safe and catered for if necessary.

After your event

- Say thank you - to your participants, volunteers, landlords, property owners, suppliers and anyone else who contributed.
- Collect in and bank your money within one month by:
 - **Calling 0303 303 3002** and paying it over the phone using a credit or debit card.
 - **Sending a cheque** made payable to Anthony Nolan to Community Team, Anthony Nolan, 2 Heathgate Place, 75-87 Agincourt Road, London NW3 2NU.
 - Please add a reference to the money as follows: 'Name of event you are raising money for: Your Name'
- Share - let us know how you got on and tell your participants and volunteers - it's great to know you've been part of a successful event.
- Send us your photos - we'd love to see them!

We are here to help

For further help and advice please do not hesitate to contact us by emailing community@anthonymolan.org or calling **0303 303 3002**.

