



FUNDRAISING CHECKLIST

In order to make sure your event runs **SMOOTHLY**, make your way through our checklist and tick off the boxes. Some points may require more work than others.

LET US KNOW WHAT YOU'RE UP TO!

We always love to hear what you're up to - email fundraising@sas.org.uk

or phone **01872 553 001**

DON'T FORGET TO MAKE A NOISE!
You'll need to publicise your event; maximise the powers of social media, local newspapers and venue displays where possible.



Who will take part?



How can you promote your event?



Who are you inviting?



How will you use social media to publicise your event?



Who will help you on the day or beforehand?



Have you made a timetable for what you need to do and when?



When and where will your event be? *(check the date doesn't clash with other big dates)*



How will you collect donations?



Have you set a fundraising target?



Do you need collection boxes or will you make your own?



Have you set up an online fundraising page? *(if needed)*



Do you need help counting or paying in your donations?



Have you checked out our resources and guides to boost your fundraising?



Are you planning a raffle, serving food or playing music? *Make sure that you keep your event legal - gamblingcommission.gov.uk/home.aspx*



Have you contacted SAS to see if they have any materials to support your event?



Registered with
**FUNDRAISING
REGULATOR**