

Checklist – fundraising events

- Is there someone who will make sure that everyone knows what they need to do for the preparation of an event?
- Do you need a licence for the event?
- If you are planning something that is weather dependent, do you have a contingency plan?
- Have you covered any health and safety issues?
- If you are hiring premises or equipment – have you time within the hire period to set up and tidy up?
- Have you got enough helpers?
- Do they all know what they are going to be doing?
- Who is going to set up and tidy up?
- Have you organised enough for people to do at the event? Do you want or need to have a raffle to keep them happy – and contribute to the fundraising effort!
- Have you got enough food/drinks?
- Have you got any equipment you need: plates/glasses/napkins/PA system?
- Have you publicised the event early enough?
- If numbers are limited – have you made this clear so that people are not disappointed if they cannot get a place?
- Do you have a plan for collecting money?
- Have you got enough money to complete the organisation of the event before the money for ticket sales comes in?
- If you need a certain number of people to come along to break even, do you have a plan for how you are going to encourage more to come if numbers are looking low?
- If there are likely to be left overs of any kind – food/drink – how are you going to dispose of it?

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