



St Vincent's

a place of help, hope and opportunity

Supporter Pack

Fundraising Checklist

If you need some inspiration look at our A to Z of ideas or check the St Vincent's website to see what other supporters have been up to in the community.

Keep on track for a fantastic fundraiser!

First Steps – Choosing what you are going to do!

- Do your research and know your audience.
 - What is going on in your community already?
 - Who would you like to attend or participate? What do they enjoy?
- Chat with the team here, we're on hand to talk through any ideas you have for your event.

Preparation

- Let us know what you have chosen to do; we can help with support and resources.
- Recruit people to volunteer
 - Think about what skills and knowledge the people around you have and how they can help.
- Make a timetable for your event to keep you organised and on track.
 - Give yourself time to prepare and organise each stage of your event.
 - Let your volunteers know when and how you want them to help
- Set a date, check other local event calendars to prevent conflicts and be mindful of bank Holidays, school term times and big sporting events.
- Pick a venue or location.
 - Book early as places can fill up very quickly, particularly on weekends.
 - Make sure that it is suitable for the time of year and type of event you will hold.
 - Make sure they can accommodate your requirements.
 - Think about what equipment you will need and whether this can be supplied by your venue.

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- Ask about licencing! If you are serving alcohol or holding a raffle you might need a licence from the council, get in touch with us at St Vincent's and we can help you with any applications.
- Set a budget!
 - All events cost a little bit to run, plan early to avoid any nasty surprises. You may decide to take expenses out of the amount you fundraise from your event or fundraise separately for these.
- Set a target!
 - Get motivated by setting a goal, look at the 'shopping list' and see what your event could fund.
 - Be realistic about where you aim, and remember that every penny makes a real difference.

Promotion

- Let everyone know about your event! Tell family, friends, colleagues and anyone else you can think of!
- Put posters and flyers around your community, you can use the St Vincent's empty space posters and fill in your own details.
- Put out a Press Release, we can help you write one and get the most publicity possible.
- Social Media is a great tool for promoting your event and getting lots of attention! Follow us on twitter @stvincentsleeds and Facebook www.facebook.com/stvincentsleeds and we can share your event with all our followers.
- Online sponsorship can help raise money and awareness! Look in your pack for help making your own JustGiving page.

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On the day

- Write a checklist to help you remember everything you need to bring on the day.
- Prepare a float in case people need change.
- Brief the volunteers to make sure everyone know what they are responsible for.
- Make sure you have information on St Vincent's available so people know how their help and support is making a difference and changing lives.
- Take photos for press releases and newsletter articles.
- Have fun!

You can use the example event plan as a guide!

Following up

- Let us know how it went! We would love to feature your event in the St Vincent's newsletter.
- Say thank you to your volunteers and everyone that helped, if you send us names we can send certificates or letters too!
- Pay in your money to the Support Centre, we can accept cheque, cash or BACS.
- Give yourself a big pat on the back, your money is changing lives in Leeds!

Thank you for changing lives