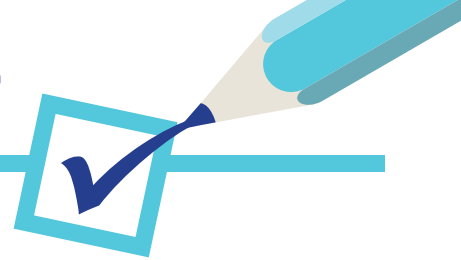


YOUR FUNDRAISING EVENT CHECKLIST



We are sure you'll be rushed off your feet in the final weeks preparing for your ballsy fundraiser. Therefore, we here at Orchid thought we'd remind you of a few things you mustn't forget!

Events toolbox

It is always handy to have a toolbox full of useful items, don't forget to take along with you;

- Pens
- Paper
- Sellotape
- Blue-Tac
- Stapler
- Hole Punch
- Clipboard
- Cable ties or string (to make sure your signage is nice and secure!)



Volunteers

We are sure you've twisted the arms of your friends, family and colleagues to hold a collection pot, sell some raffle tickets or greet guests. Whatever their role at your fundraiser, remember to brief them fully on what is expected of them.

Be sure to arm your volunteers with some important information;

- Contact details** of the organisers or a lead volunteer.
- Who to contact in an emergency**
- Full schedule** of timings for the event
- The usual **'where' questions** – where is the parking, refreshments, toilets?

Signage

If you're having signage situated outside, try and get it laminated. As you know the Great British weather is prone to a little drizzle!

Documentation

- If your event requires certain **formal documents** such as insurance, contracted out services or food and beverage licencing – make sure you have these nearby in a handy file.
- If your event required a **risk assessment** remember to take it along and review any hazard prior to the event starting.
- Collate **contact details** of key individuals such as suppliers, volunteers, key guests etc.

Social media

- Make your posts exciting** and varied – include pictures, check-in at the venue.
- Get tagging!** Tag those you know are coming, who have helped, local groups who may be interested in coming along, anyone who has supported you – be it a sponsor or somebody who has donated a prize or some equipment. And of course – **don't forget to tag us!**

www.facebook.com/OrchidMaleCancerCharity

[@OrchidCancer](https://twitter.com/OrchidCancer)



Photography

- If you have booked a photographer for your event, remember to **brief them fully** with timings and if you have any key guests you want photographing.
- If you don't have an official photographer, please always **take some snaps** of your fundraising activity as everyone here at Orchid loves seeing our supporters in action!

After the event

- Immediately after the event, don't forget to have a couple of **extra hands** on board to clean up. Having some spare bin liners to hand is always a must!
- Make sure you **thank everyone** who has given their time and support, whether that be the venue owner, those who have donated at the event, speakers, guests etc.
- After all that – be sure to put your weary feet up and **have a nice long rest** after hosting an excellent fundraiser.
- Send in those **lovely pictures** of your event and let us know how it all went.

 www.orchid-cancer.org.uk
 events@orchid-cancer.org.uk
 020 3465 5273



 give with confidence

ORCHID
FIGHTING MALE CANCER 