

# PLANNING CHECKLIST

## 1 DECIDE ON YOUR FUNDRAISING EVENT

## 2 SET UP YOUR FUNDRAISING PAGE

(SKIP THIS PART IF NOT COLLECTING DONATIONS ONLINE)

## 3 START SPREADING THE WORD



- ☐ SET A DATE AND TIME
- ☐ PLAN THE ACTIVITIES
- ☐ SET YOUR FUNDRAISING GOAL
- ☐ COMPLETE YOUR EVENT AND BUDGET ACTIVITY PLAN

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- ☐ HEAD TO:  
[HTTP://LIONSASSISTANCEDOGS.RAISELY.COM/](http://lionsassistancedogs.raisely.com/)  
TO SET UP YOUR ONLINE FUNDRAISER

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- ☐ ADD YOUR EMAIL BANNER TO YOUR EMAIL SIGNATURES (REMEMBER TO LINK IT TO YOUR RAISELY PAGE OR ANYWHERE ELSE!).
  - ☐ UPDATE YOUR SOCIAL MEDIA PROFILE PICTURE AND CREATE ANY SOCIAL MEDIA POSTS OR EVENTS YOU'RE PLANNING USING OUR PROVIDED SOCIAL MEDIA IMAGES.
  - ☐ PRINT OFF SOME OF THE FUNDRAISING POSTERS AND A THERMOMETER TRACKER (ONLY PRINT WHAT YOU NEED!).
  - ☐ INVITE YOUR FRIENDS, FAMILIES AND ANYONE IN YOUR COMMUNITY TO YOUR EVENT.

**4**

## **PREPARE FOR THE DAY!**

**5**

## **ONCE YOUR EVENT IS OVER**



**NEED PRIZES? TALK TO LOCAL BUSINESSES ABOUT SUPPORTING YOUR EVENT BY DONATING SOME PRIZES.**



**PRINT OFF YOUR DONATION LABELS AND ORGANISE YOUR DONATIONS TINS/ BUCKETS FOR ANY CASH DONATIONS.**



**PRINT OFF ANY BUNTING YOU'D LIKE TO USE TO DECORATE AT THE EVENT.**



**LITTLE ONES AT YOUR EVENT? PRINT OFF PLENTY OF COLOURING-IN PAGES AND MAKE SURE YOU HAVE PLENTY OF PENCILS OR TEXTAS AVAILABLE**



**AWESOME JOB! MAKE SURE YOU GIVE YOURSELF A PAT ON THE BACK. WE ARE SO GRATEFUL FOR YOUR HELP AND SUPPORT!**



**BEFORE ANYTHING ELSE, THANK YOUR DONORS AND ATTENDEES. ANYONE WHO CONTRIBUTED TO YOUR EVENT, PLEASE ENSURE THEY KNOW THAT THEY WERE VITAL TO MAKING IT A SUCCESS.**



**COMPLETE YOUR EVENT & BUDGET ACTIVITY PLAN - HOW DID YOU DO?**



**BANK YOUR FUNDS! OUR BANK DETAILS ARE ON THE BUDGET PLAN SHEET.**

**LET US KNOW HOW YOU WENT - EMAIL [DEVELOPMENT@LIONSASSISTANCEDOGS.COM.AU](mailto:DEVELOPMENT@LIONSASSISTANCEDOGS.COM.AU)**

**WE LOOK FORWARD TO HEARING FROM YOU!**

