

EVENT CHECKLIST



You have plenty of time

- Choose your fundraising activity and set yourself a fundraising goal.
- Round up the troops – get your friends onboard to help organise your fundraiser.
- Register your fundraiser at www.nbcf.org.au
- Set up and personalise your online fundraising page and share through your network.
- Find a venue.
- Check the legal stuff, do you need Public Liability Insurance?
- Speak to your boss to see if your work will become a sponsor or dollar match.
- Approach local businesses to help with food, drinks or prizes.
- Invite friends, families, colleagues and more.
- Did you need a Speaker from National Breast Cancer Foundation or Volunteers? Request one if you do.



On the home stretch

- Contact your local newspaper and let them know what great work you are doing – they may write a story about it, which will help increase your attendance and therefore, more support!
- Create the runsheet and distribute to your event team with designated roles.

The big day has arrived

- Check in on social media – let everyone know you're prepared and excited for the event! Remember to tag your posts with related hashtags, for example #NBCFAus #zerodeathsby2030
- Nominate someone to capture the day through pictures and/or video and post them to your page.
- Check the weather forecast – do I need sunscreen or ponchos?
- Have fun! 😊*

Tying up loose ends

- Say a huge thank you to all guests, sponsors and donors.
- Announce your fundraising total.
- Bank your funds.
- Have a post event catch up, celebrate and get inspired for next year!