

We are so excited that you would like to run your own event to raise money for
Cancer Support Yorkshire.

Raising funds can be fun and challenging & we'd like to help make it as simple as possible, so
please take a look though this handy reminder list

1—Time to Plan

- * Choose an idea that you find fun and engaging. Please do tell us about it
- * Set a Fundraising target, also consider the expense budget (*how much will you need to take out of your funds raised to pay for things?*).
- * Set the date, book the venue and confirm whether any special licenses or insurance are required. (*Mainly for larger events or runs/walks, please contact us as there may be more to consider*) Be sure to get confirmation of everything.
- * Prioritise the actions required to get your event up and running. Share the load by recruiting helpers if required and assigning specific tasks to all.
- * Advertise your event. Design materials such as posters and tickets, using publicising guidance on the back page of our fundraising pack and we can send you our logo.
- * Tell others about it. Set up an Online Giving Page, an Event Invitation, a Story to share on social media.
- * Speak to your personal business and social networks requesting support, can they help? Maybe your hairdresser, Church, colleagues etc. Can anyone donate raffle/tombola prizes?
- * Does your employer provide match funding?
- * Send a press release to engage local media

2—Event Day

- * Organise your helpers into teams with specific duties, ensure that everyone knows what they are doing and are aware of the running order
- * Do a rehearsal or run through if required.
- * Collect entry fees, sponsor forms, gift aid forms and donations, keeping money safe (*remember if a sponsor claims gift aid, to process this, we need at least first initial, surname, house number and postcode*)
- * Organize refreshments and catering
- * Remind everybody to take lots of high resolution photos and videos to send to us and the press. (*We need permission to share photos, so please ask and confirm first*). Remember to go live on all of your social media platforms too.

3—Nearly there... But don't forget!

- * Please let us know how it went. Send us the photos and videos so that we can share them too.
- * Send thanks to all of your helpers, the venue and any companies who supported you
- * Arrange to send the raised money to us
- * Start planning for next year :-)

Please don't hesitate to contact us if you need any further information or advice on any of the points we have mentioned here. We can also provide you with a range of materials such as banners and collection tins to help things go smoothly email: fundraising@csyorkshire.org.uk call: 01274 202266
...Good Luck