



THE UNION

Fundraising event checklist

| Tick off the actions when you've completed them | ✓ |
|-------------------------------------------------------------------------------------------------------------|---|
| Pre-event: | |
| 1. Choose charity to fundraise for | |
| 2. Decide on event/activity | |
| 3. Produce budget: fundraising target vs. materials, equipment etc. | |
| 4. Decide on time and date of event | |
| 5. Contact charity to advise of fundraiser and see if they can offer support/ideas (materials, poster etc.) | |
| 6. Book venue (if applicable) | |
| 7. Check insurance of venue covers event (if applicable) | |
| 8. Write risk assessment | |
| 9. Arrange hire of equipment (if applicable) | |
| 10. Book pop up stall through facilities with at least two weeks' notice (if applicable) | |
| 11. Complete food hygiene certificate through Futures (if applicable) | |
| 12. Promotion of event – posters, social media, networks | |
| 13. Check back with venue to confirm booking and arrangements a few days before (if applicable) | |
| 14. Write event schedule and volunteer briefing notes (if applicable) | |
| Event: | |
| 1. Take all materials to venue | |
| 2. Event set up (e.g. set out cake sale stall) | |
| 3. Brief volunteers (if applicable) | |
| 4. Welcome attendees – hopefully take lots of donations! | |
| 5. Oversee event and deal with any immediate problems | |
| 6. Post-Event: | |
| 7. Count all monies taken during event (at least two people present) | |
| 8. Clear up – leave the venue tidy. | |
| Post event: | |
| 1. Take money to students union | |
| 2. Event review – think about what went well and what you'd do differently next time. | |

For help and advice contact the Opportunities department:

Tel: 0161 247 2211

Email: volunteering@mmu.ac.uk

Twitter: @VolunteeringMMU

theunionmmu.org

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