Fundraising checklist

To help you fundraise, here is a quick checklist to cut out and keep with you. Use it to ensure you have thought of everything necessary to make your fundraiser a big success.

☐ Pick and confirm the date
☐ Book the venue
☐ Do you need to set up a committee? Who will be on this committee?
☐ Draft your budget and set your fundraising goals
☐ What suppliers do you need? Entertainment, food, décor, audio visual, printing etc
☐ Create posters and flyers to help advertise your fundraising activity – visit our website
☐ Promote and advertise your fundraising activity
☐ Tell your local media about your fundraising activity – use the press releases online
☐ Send details of your fundraiser to all of your contacts (Facebook, Twitter, email etc)
☐ Complete a risk assessment – use the template online
☐ Recruit volunteers (if needed)
☐ Keep track of your guests, number of tickets sold, participants etc
☐ Confirm fundraising activity with all suppliers
☐ Send out a reminder to all participants the day before your fundraiser
☐ List and tick off everything you need to prepare for your event, eg decorations and float
☐ After the fundraiser, thank people for participating
☐ Wrap up finances and count the total amount raised
☐ Send your money (and Gift Aid forms) to Christian Aid
☐ Send thank you letters to participants, sponsors and volunteers – thank you certificate downloadable online
☐ Tell us all about it – email events@christian-aid.org
☐ Start planning your next fundraiser!