



EVENT CHECKLIST

What a great idea! Now...

- Choose how you would like to fundraise and set yourself a goal
- Lock in the venue, date and time. Register online at www.mcgrathfoundation.com.au
- Set up and personalise your online fundraising page. You can share the page through your network and encourage those who can't attend your event to donate online
- Reach out to friends, family & colleagues to see who can help you organise your event and reach your fundraising goal
- Check out the fundraising resources at www.mcgrathfoundation.com.au/getinvolved
- Ask local businesses how they can support your event by donating food, drinks & prizes
- If you have a nurse in your community, make people aware of her services
- Send out your invitations to friends, families and colleagues

Not long to go!

- Display posters around the venue and at local businesses so everyone knows about the event
- Promote the event online using our [web banner](#) and [social media image](#)
- Contact local media and make them aware of your amazing event and why you are organising it. You can use this [media release template](#).
- Create a run sheet for the day & distribute to your event team with allocated roles
- Make up collection tins using our [tin-wrap](#) print out. Print off [bunting](#) & [posters](#) to display at your event
- Check out the [merchandise](#) available online at cost-price using your log in details. If you have forgotten these, simply email communityevents@mcgrathfoundation.com.au

It's the big day!

- Pink up the venue with balloons, posters and bunting
- Show everyone all the great work you've done by sharing photos with your network using #mcgrathfoundation
- Have fun!

Post-event wrap-up:

- Thank all who supported your event and gave a donation
- Let everyone know how successful your fundraising event was
- Bank any cash or cheque donations within four weeks of the event
- Put your feet up - well done!

For more information contact:

communityevents@mcgrathfoundation.com.au

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