

- **Getting started**

- Set your fundraising goal – how much would you like to raise?
- Decide on the event or activity – how are you going to reach your fundraising goal?
- Decide on a date – make sure it doesn't clash with any big events in your local area, bank holidays or any national events. Also have a think about school holidays, and whether the time of year or weather will affect your event.
- Allow enough time to plan and organise – think about any commitments you may have

- **Make some plans**

- Find a suitable venue – does it have the facilities you need? Is it fully accessible? Does it have parking? Is it easy to get to/well known in the local area?
- Build a team of family and friends to help you – think about their skills and talents
- How will you raise money? Ticket sales, raffles, auctions, sponsorship are all good starting points

- **Think about safety**

- Make sure it's legal and safe – do you need to apply for any licences or permits?
- Do you need insurance cover?
- Decide who will be responsible for first aid on the day
- Complete a Risk Assessment for the event

Take a look at our [Make your event safe](#) page for more information

- **Work out a budget**

- Work out how many people need to attend or contribute for it to be successful / to meet your fundraising goal?
- Take into account all your costs:
  - Venue
  - Publicity
  - Hire of equipment
  - Decorations
  - Entertainment
  - Prizes, refreshments, materials
  - Admin costs e.g. phone bills, postage
  - Insurance
  - First aid cover
  - Fees for licences or permits

- **Publicise your event**

- Tell your [local fundraising](#) contact for Arthritis Research UK about the event – do you need any branded materials? These can include posters, flyers, balloons, collection boxes and information booklets.
- Send out invitations if your event is for invited guests only
- If your event is open to the public think about the following:
  - Who do you want your publicity to reach? Where will they most likely see a poster or pick up a flyer?
  - Can you send an email around your place of work or another local business?
  - Does your local newspaper or radio station have a 'What's On' page?
  - Can you make use of Facebook and Twitter to spread the word?

- **Plan the details**

- What do you need to take with you on the day?
- Do you have enough time and people to help set up?
- Do you need to take any extra equipment?
- Have you got specific roles to fill on the day?
- Do you need a cash float?
- Do you need someone to be responsible for money on the day?

- **On the day**

- Enjoy your event and take lots of pictures!

- **After the event**

- Count up how much you have raised after any costs
- Send thank you's to those who have helped with the event or those who came along – they'll be keen to know how much was raised
- Shout about it - let your local paper know and tell all your friends!
- Tell [us](#) how the event went and share your photos and stories
- If you were to do it again, what would you do to make the event even better next time?