

ORGANISING YOUR OWN FUNDRAISING EVENT – SOME USEFUL TIPS...

DRAFT YOUR IDEAS – start off with the simple bit. Write down all of your ideas including the following important points:

1. Theme and activities;
2. Number of people you would like to come;
3. When you can do the event;
4. How many volunteers you might need;
5. Venue options;
6. Most importantly...how much are you aiming to raise from your event?

PLAN – Once all your ideas are written down, you can start to make a final plan for your event.

DATE – plan your date carefully. Make sure your event does not clash with anything else important (unless it is specifically for a big day e.g. World Down Syndrome Day)...and not just in your calendar! Check for any local, regional, national or international events which may mean less people will be able to attend and help you make it a success. If you have volunteers in mind, check that the date is ok with them as finding volunteers at short notice can make or break your event.

VENUE – if your event is too big to hold at your home, workplace or school then contact all of your local halls, community centres and sports centres. Remember to book your venue WELL in advance as places book up quickly, especially at weekends. Also bear in mind what facilities you may need at your event such as access to media or a bar.

BUDGET – it is easier to set yourself a budget once you have a rough idea of how much you are going to raise. Make sure your fundraising target is around 3 times what you are planning to spend or it may not be worthwhile.

CHECKLIST, TIMELINE AND VOLUNTEERS – write yourself out a **checklist of jobs** that need to be done such as catering, decoration, entertainment, promotion etc. and delegate them to your team of volunteers. ***Your checklist is one of the essentials of running a successful event, as is your team - you may not be able to do it all yourself. Make sure your checklist has a timeline so volunteers are clear on what needs to be done, when and who is required at what times.***

GETTING PEOPLE THERE – Ask your friends, family and colleagues to get their friends, family and colleagues to come along. Advertise your event anywhere and everywhere you can, especially on Social Media, and make sure you contact your local paper. If you need tips on writing press releases, see our **Fundraising Publicity Guidelines**.

If you have any questions or would like further information, please do not hesitate to contact us on
0044 (0)1392 357554 or contact@ds-int.org.

Fundraising Packs are available upon request at DSI's International Office to all of our members and supporters organising an event of your own worldwide to benefit DSI.