

# Planning Checklist



## 1 Decide on your fundraising event

- Set a date & time.
- Plan the activities.
- Set your fundraising goal.
- Complete your **Event & Budget Activity Plan**.

## 2 Set up your fundraising page

(skip this part if not collecting donations online!)

- Head to <http://alhd.raisely.com/> to setup your online fundraiser.

## 3 Start spreading the word!

- Add your **Email Banner** to your email signatures (remember to link it to your raisely page or anywhere else!).
- Update your social media profile picture and create any social media posts or events you're planning using our provided social media images.
- Print off some of the **Fundraising Posters** and a **Thermometer Tracker** (only print what you need!).
- Invite your friends, families and anyone in your community to your event.

### 3 Prepare for the day!

### 4 Once your event is over



**Australian  
Lions Hearing Dogs**

- Need prizes? Talk to your local businesses about supporting your event by donating some prizes.
- Print off your donation labels and organise your donations tins/buckets for any cash donations.
- Print off any bunting you'd like to use to decorate at the event.
- Little ones at your event? Print off plenty of colouring-in pages and make sure you have plenty of pencils or textas available!
- Awesome job! Make sure you give yourself a pat on the back. We are so grateful for your help and support!
- Before anything else, thank your donors and attendees. Anyone who contributed to your event, please ensure they know that they were vital to making it a success.
- Complete your Event & Budget Activity Plan - how did you do?
- Bank your funds! Our bank details are on the Budget Plan sheet.
- Let us know how you went - email [info@lionshearingdogs.com.au](mailto:info@lionshearingdogs.com.au)

We look forward to hearing from you!

**My Fundraising Goal**

**\$** \_\_\_\_\_