

NATIONAL HEARING

DOG DAY

APRIL 19th

PLANNING CHECKLIST

1 DECIDE ON YOUR FUNDRAISING EVENT

2 SET UP YOUR FUNDRAISING PAGE

(SKIP THIS PART IF NOT COLLECTING DONATIONS ONLINE)

3 START SPREADING THE WORD

- SET A DATE AND TIME
- PLAN THE ACTIVITIES
- SET YOUR FUNDRAISING GOAL
- COMPLETE YOUR EVENT AND BUDGET ACTIVITY PLAN

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- HEAD TO:
[HTTP://ALHD.RAISELY.COM/](http://alhd.raisely.com/)
TO SET UP YOUR ONLINE FUNDRAISER

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- 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.



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PREPARE FOR THE DAY!

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ONCE YOUR EVENT IS OVER

- NEED PRIZES? TALK TO 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**

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- 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 DEVELOPMENT@LIONSASSISTANCEDOGS.COM.AU

WE LOOK FORWARD TO HEARING FROM YOU!



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lionshearingdogs.com.au

