



Timeline for Planning your Fundraiser

Timelines are a great tool to use when planning your fundraisers. The timeline below is more of a visual for you to use when planning out your fundraiser. Most of the fundraisers will already have a '*timeline for planning your fundraiser*,' which you can use as a guide as you plan your fundraiser. The weeks for planning your fundraiser should look similar to this:

Week 1

Brainstorming and making decisions on what you want for your fundraiser to look like. Things which you should factor in is the venue/location which you intend to have your fundraiser, cost for the guests and the budget you will have to get supporting resources and equipment, venue hire, etc, for your fundraiser. By the end of Week 1, you should have a poster and the social media posts ready to be sent out.

Week 2 & 3

During this period of time, you should be continuing to promote your fundraiser by posting social media posts, and sharing your poster around in the community.

During this time, you should be gathering information of who has RSVP'd and use the 'fundraising guest list.' This will assist you in keeping track of who is coming, who has paid and how many people they are bringing with them. Which will help you to finalise numbers closer to the time of your fundraiser.

Something else you should consider during this time is gathering resources and equipment you need. Consider looking at the shops for specials on things like cans of soft drinks. Keep in mind, you will need to have a place to store the equipment you gather, prior to the commencement of your fundraiser. Gathering resources would also be asking various people to help with your fundraisers. During this time you should get in contact with them and clarify what jobs they can do to help out with your fundraiser.

Week 4

Not long now! During this week, you should be tying up loose ends by finalising your RSVPs (if you choose to have an RSVP), gathering your resources, equipment and having the food and drinks ready for your fundraiser. You should also plan out how you want your fundraiser day to look. What time will you begin to set up? What will the set up look like? What tasks need to be completed before the guests arrive? What time do the guests arrive? What needs to happen at the end of your fundraiser?

Timeline for Planning your Fundraiser							
Week 1							
Week 2							
Week 3							
Week 4							

Guest List

A guest list will help assist you in keeping track of how many guests have RSVP'd. This will also assist you in keeping in track with which guests have paid or whether they are paying on the day of the fundraiser.

Promotion

The social media posts and posters are tools to use for advertising your fundraiser.

The posters can be printed out and you can organise a letterbox drop in your neighbourhood, or put in the notice board at the shopping centre. The poster can also be put at your church on the notice board, or in the church newsletter. You can give a supply to family and friends who can give them out as well, to help support you with your fundraiser by promoting it.

The social media posts should be posted at the same time that you put your posters out. Your first social media post should be **at least** 3 weeks before your fundraiser to help get the word out there. They could then be posted 2 weeks and 1 week before your fundraiser and then you could post 3, 2 and 1 days before the day of your fundraiser. This will help prompt people to RSVP, or be made aware of your fundraiser.

