



Helpful checklist

Task	Date to be completed	Details	Completed?
<i>E.g. Come up with idea for fundraising activity</i>	<i>14 February</i>	<i>Sponsored swim</i>	✓

Ask yourself these questions:

What are you going to do?

How much will it cost?

How will you raise money from this?

Who do you need to ask for help?

When and where will your event take place?

Do you need to ask for permission to hold it?

What will you need?

Ideally, who will support your event?

How are you going to promote it?

How much money are you aiming to raise?

When do you want to have the money collected?