

# YOUR FIVE STEP EVENT PLANNING GUIDE

Not sure where to start? Read our step by step guide to help you plan the perfect fundraiser.

## Set a date

Think about how long you'll need to plan your event. Smaller events like cake sales can be organised in a month or so but larger events like balls need a bit more planning. Remember, the further in advance you set your date, the longer you'll have to advertise it and get people excited about your fundraising.

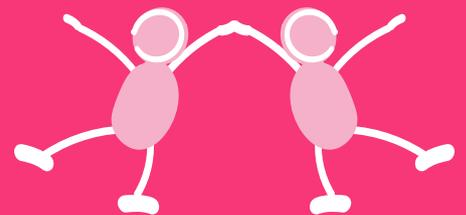


## Pick your venue

Some of the best and easiest fundraisers can be thrown in your living room. Some venues may give you a reduced fee, or waive it altogether if it's for charity – it's always worth an ask. If you're thinking about holding it in a public setting, be sure to check if you need permission from your local council first.

## Recruit some help

To make organising your event a breeze, get family and friends involved in the organising. Remember to do this in relation to the size of your event. If you're holding a large-scale event then the more the merrier! But give everyone specific tasks to avoid confusion.



## Think legal

It might not be the most fun aspect about fundraising, but you'll need to think about legal and potential health and safety issues. Raffles for example can require a licence, and public collections require a permit from the council. Get in touch with us and we can talk you through what you need to do.

### Let us know

Once you've chosen your event and set a date, let us know. We love to hear all about what our supporters are getting up to, and it means we can give you tailored support.

You can get in touch on **0207 025 2425** to speak to us, or email **community@breastcancer.org**



### Need some inspiration?

If you want to fundraise but you're not sure how, visit our favourite fundraising ideas to find an idea that's great for you.

[breastcancer.org/fundraisingideas](https://breastcancer.org/fundraisingideas)

## TIME TO PLAN YOUR FUNDRAISING

Having a fundraising plan with ideas to try can help you get started and move towards achieving your fundraising target. You can pick a couple of the ideas we've suggested, as well as some of your own, to create your plan of action.

Fundraising activity	Date and location	Target	Raised
e.g. Spooky Movie Night	31/10 at my house	£40 (5 people x £8)	£50



[Find out more breastcancer.org](https://breastcancer.org)