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@breastcancernow.org

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**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.

<table>
<thead>
<tr>
<th>Fundraising activity</th>
<th>Date and location</th>
<th>Target</th>
<th>Raised</th>
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</thead>
<tbody>
<tr>
<td>e.g. Spooky Movie Night</td>
<td>31/10 at my house</td>
<td>£40 (5 people x £8)</td>
<td>£50</td>
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Breast Cancer Now is a charity registered in England and Wales (1160558), Scotland (SC045584) and the Isle of Man (1200).