

Your five step event planning guide



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

Step 1: 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 will 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.

Step 2: 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 – its 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.

Step 3: Recruit some help

To make organising your event a breeze, it can be a great idea to 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.

Step 4: 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.

Step 5: Let us know

Once you've chosen your event and set a date, let us know. We love to hear about our supporters' fundraising, and it means we can give you tailored support. In your fundraising pack you'll find a postcard to return to us.

Or, you can get in touch on **0333 20 70 300** 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



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