# AJRAF - Top tips for organising a fundraising event

**Let us know**
Please let us know so that we can provide you with resources and all the support you need to organise a successful fundraising event.

**Plan in advance**
Whatever you do – try and do something you will enjoy doing; this will help keep you motivated Think carefully about the event you would like to organise before you start and put an action plan together. Work out how long it will take you to complete it, who you could contact to help you out and how much it might raise in relation to the effort involved.

Write down a list of all the things that you need to organise and tick them off as you go along. They could include:
- When and where will you hold the event?
- How will you raise awareness of it?
- How much will it cost?
- How much will it raise?
- How much support do you need?
- How will you collect money?
- Who do you need to ask for permission?

**Work out a budget**
Think about how much you're likely to raise and make sure it's around three times as much as you spend - otherwise it may not be worthwhile. Costs include postage, printing, photocopying, equipment and hire charges. Try and see if you can get individuals or local businesses to donate some of the things you need. Your income might include ticket/entry fees, sponsorship, donations, raffles, auctions, advertising, sale of goods and refreshments.

**Get permission**
If you are holding your event in a public place, inform local police and your local council. Also, check if you need an entertainment licence. Please talk to us if you have any questions. Most importantly, have fun!