Event Planning Tips for fundraising

1. **Why fundraising?**
   Before doing anything else, your objectives are what you hope to achieve with your fundraiser. This may seem obvious, but your first step should be to answer exactly why you are doing the fundraiser. Are you spreading awareness for a cause? Are you trying to raise money for a certain type of research or project? Is it some combination of objectives? Define in the clearest possible terms exactly what you hope to achieve with your fundraiser.[1]

2. **Fundraising Type**
   You must decide what the purpose/theme of your event is.

3. **Budget**
   How much is the budget? Every fundraising event plan should contain a complete budget listing all of the expenses that will be required to hold the event. Your budget should include staff, invitations, space rental, catering, entertainment, transportation, security, utilities, and anything else that will be required to make the event a success. Your budget should include staff, invitations, space rental, catering, entertainment, transportation, security, utilities, and anything else that will be required to make the event a success.

4. **Team**
   Work to locate volunteers for your cause. Have people that you bring on spread the word to friends or family they think might be interested in helping out. If you need certain skills, like an accountant or advertiser, consider asking around for people known to have these skills

5. **Schedules**
   Create a schedule for the day of the fundraiser, with each individual event having its own well-defined start and end. In addition, you should also create a schedule for getting tasks done leading up to the date of the event. For example, pick a day where you want to have your sponsors in and a later date for printing sponsorship banners.

6. **Time and Date**
   Pick a time and date for the event. Look at the community calendar to be sure no other event is planned for the day you choose that will have people busy doing other things while you are holding your fundraiser.
   If you are holding a fundraising event, you will have an obvious deadline in the date of the event. However, if you are organising a fundraising effort online or soliciting donations in another way, you will have to set a deadline. This will motivate your team and donors to get donations in quickly.

7. **Target group**
   Who is the target audience for your event? Is this a general fundraiser where everyone will be invited? Or is this event geared towards a specific group like business people, parents, or young professionals? In short, you must decide whom you will invite to your event.

8. **Location**
   Many retail businesses allow different groups to use their premises for car washes, bake sales, and other fundraising activities if they are compatible with their values and they support what you are working for. For other types of events, like concerts or carnivals, make sure you have enough space for setting up your event

9. **How will you accept money?**

When you start accepting donations, you will need a way or organizing and storing that money. For physical transactions (cash or check), you will need a charity bank account to store the money while it builds up. In addition, you can use the bank account to accept bank transfers from donors.

10. **Sponsoring**

Sponsors can provide venues, refreshments, products, free services, or money to help your fundraiser. However, to get these sponsors you will have to convince them that your fundraiser will be successful and your cause is worthy of their effort. Think about local businesses that share your values and might be willing to support your fundraiser. Then, contact them by phone or in person and make your case.

Advertising your event

Send a press release to local media

Direct E-Mail.

Print Advertising

Create a Facebook event

Create a Blog.

Flyers.

Twitter.

Photo to Video.

General Information

Charity Name: National Algerian Centre

Type:

Contract name:

Address:

City:

E-mail:

Phone:

Website:

Post Code/Zipa Code:

Event Details

Name of event: _____

Date of event: _____

Event Location: _____

Duration: _____

Description of event/How fund will be raised:_____

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