

Fundraising Checklist

To help you fundraise, here is a quick checklist. Use it to ensure you have thought of everything necessary to make your fundraiser a big success.

Fundraising to help people in Oxfordshire to love later life.

1. Pick and confirm the date.
2. Book the venue.
3. Do you need to set up a committee? Who will be on your committee?
4. Do you need any volunteers on the day of your fundraising activity?
5. Draft your budget and set your fundraising goals.
6. What suppliers do you need? Entertainment, food, decor, audio visual, printing and so on.
7. Create flyers and posters to help advertise you fundraising activity.
8. Promote and advertise your fundraising activity.
9. Tell your local media about your fundraising activity.
10. Send you fundraising activity information to all of your contacts.
11. Recruit volunteers (if needed).
12. Keep track of your guests, number of tickets sold, participants and so on.
13. Confirm fundraising activity information with all suppliers.
14. Send out a reminder to all participants the day before your fundraising activity.
15. After the fundraising activity, thank people for participating.
16. Wrap up finances and determine the total donation amount raised.
17. Send your money and Gift Aid Forms to Age UK Oxfordshire in your freepost envelope
18. Send thank you letters to participants, sponsors and volunteers
19. Tell us all about it
20. Begin plans for next year!

www.ageuk.org.uk/oxfordshire

Age UK Oxfordshire 9 Napier Court, Barton Lane, Abingdon, Oxon OX14 3YT
Please make all cheques payable to 'Age UK Oxfordshire'.