Fundraising Checklist

When...	To Do...	Done?
Once fundraiser decided	• Contact the Development Office at Scargill and register your event • Agree a date • Select the venue and confirm availability • Prepare a Risk Assessment (Forms available upon request) Please ensure that your event is a safe as possible for you, your volunteers and visitors. • Give insurance details to Development Office • Book the venue • Check if alcohol licence is required if applicable • Notify police/ambulance service/council if applicable • Make any necessary bookings • Plan how to promote the event • Seek volunteers to help on the day • Publicise your event – newspaper, posters (Please contact the Development Office for assistance – posters, promotional items etc) • Ask local companies for prizes • If you have a raffle, check if you need a gaming licence, if applicable • If sponsoring, start off with your most generous sponsor which will set the sponsorship trend	
A few weeks leading up to the event	• Keep records of sales and money received (don't forget to ask UK tax payers to complete a Gift aid form, found in the fundraising pack if they wish their donation to be gift aided) • Send out information required by participants/volunteer helpers • Draw up Rotas • Plan the whole day of the event	
A few days before the event	• Revisit and make final plans of the site • Brief volunteers and confirm safety procedures • Check all resources and all needs are met	

Day of the event	• Re-brief helpers and check safety procedures • Set up site, signs and decorations. Spread the word about Scargill. (The Development Office will provide literature about Scargill and promotional items) • Register all entrants, take entrance money or tickets, record any gift aided payments/donations • Check safety of venue • Clear up • Take photographs of your event	
After the event	• Thank all helpers • Collect and bank any money • Chase any outstanding monies owed • Report back to the Development Office at Scargill with your fundraising experience • Photograph any cheque presentation • Send any photographs, press cuttings etc to the and Development Office	