

Event planner

1

Event ideas

List possible ideas to help you decide on an event

Need some inspiration?

Have a look at pages 6 & 7 – they are packed with ideas!

2

Budgeting

How will your event raise money?

Make sure you set a budget and stick to it as closely as you can.
Aim to raise at least three to four times the cost of the event.

- **JustGiving** - If you need support setting up your JustGiving page please contact us
- **Sponsorship** - You can download sponsorship forms from our website www.cftc.org.uk
- **Raffles**
- **Collection buckets**

3

Dates and times

When will your event take place?

Time your event so that as many supporters as possible are able to attend and get involved.

4

Venue

Where will your event take place?

Think about how much space you will need and how long your event will last.

Investigate some possible venues and then visit them to help you make your final decision.

5

Advertising

How will you let people know about your event?

Social media

Facebook, Instagram, TikTok, Twitter, Pinterest.

Let us know and we can share on our social media too.

Posters

we have some you can download from our website.

Press Releases

Let people in the local area know.

6

Supplies

What will you need on the day?

List down all the things you will need to make sure your event runs smoothly.

We can provide some resources for you like collection tins, banners and leaflets so get in touch.

7

Legals

Make sure you have all the information you need to stay safe and legal.

Please read carefully our useful information on page 11.

8

After the event

Congratulations, you did it!

Remember to thank everyone who supported your fundraising and to send us all the money you've raised.

Fundraising like yours helps us to continue to provide support to unpaid carers in East Sussex.

Thank You!

No one left to care alone