

EVENT PLANNING CHECKLIST

Organising a successful community fundraising event starts with solid planning.

This checklist is here to help you stay on track with the key logistics — from booking your venue to making sure you've got the right equipment and team in place. Tick off each item as you go, and use the space at the bottom to add anything any details specific to your event. Whether it's a coffee morning, a sponsored walk, or a street party, this checklist will help make your event smooth, safe, and impactful.

Task	Complete?	Notes
Choose a date		
Book a venue		
Set yourself a fundraising goal		
Recruit some volunteers		
Promote your event		