



Fundraising events / activities check list

Thank you very much for offering to raise funds for Heart Children New Zealand and help Kiwi kids with heart disease and their families.

Following is a suggested check list for your fundraiser to help keep you on top of everything, not all points may be necessary for your particular event / activity.

- Event plan, highlighting all key areas to be considered for your successful fundraiser
- Timeline for fundraiser
- Delegated different responsibilities in your team
- Budget
- Promotion plan – how are you going to tell people what you are doing and get them to come along / support?
- Booked venue
- Applied for appropriate licenses
- What resources are you going to need, who do you and your team know that can perhaps help in providing these for free?
- Sign off from Heart Children NZ for any logo usage on promotional material
- Media Releases written up
- Organise volunteers
- Organise spot prizes / raffle items
- Set up your online fundraising page
- Thank you letters posted
- Money all accounted for, expenses taken out and funds donated to Heart Children NZ

If you have any questions please don't hesitate to phone Liz 09 377 9950 ext 813 email liz@heartchildren.org.nz.