

YOUR EVENT PLANNER

WE ARE
MACMILLAN.
CANCER SUPPORT

My event:

Whatever incredible fundraising activity you're organising, here are a few handy pointers to help you get organised in the run up to the big day.

Why not slap this chart on your wall today then scribble down some notes?

Remember, if you have any questions, our friendly fundraising team are here to help – just call **0300 1000 200** or email **fundraising@macmillan.org.uk**



WHERE WILL IT HAPPEN?

- Check out local venues
- Shortlist your options
- Confirm the date and capacity

Useful phone numbers:

WHO'S GOING TO COME?

- Tell your friends on Facebook and Twitter
- Customise promotional posters and flyers using **be.macmillan.org.uk**
- Send a press release to your local newspapers, websites and bloggers
- Send invitations to local dignitaries, celebrities and of course your friends

Don't forget to invite:

WHAT DO YOU NEED?

- Print tickets and order merchandise from be.macmillan.org.uk
- Select and book entertainment
- Contact local businesses to organise raffle prizes and food

Don't forget the green wigs

WHAT ABOUT AFTERWARDS?

- Thank everyone who helped with free thank you cards from be.macmillan.org.uk
- Pay in the money you've raised
- Let us know how it went

Give yourself a pat on the back. If you fancy doing it again, consider ideas to raise more and make it easier.

HOW WILL YOU RAISE MONEY?

- Create a JustGiving page
- Set up a unique text code (find out how at justgiving.com/justtextgiving)
- Tell your supporters to use Gift Aid
- Consider raffles and bucket collections

Extra money-spinning ideas:

