

Event Planning Checklist



Please find below a checklist to assist you in organising your fundraiser. While these steps may not be entirely applicable to your specific event, or there may be additional tasks not covered in this list, it is intended as a foundational guide to support you in achieving a successful fundraiser.

Pre-event planning:

- Choose the type of event/fundraiser/activity
- Contact Inherited Cancers Australia about hosting a fundraiser and gain approval
- Determine your fundraising goals
- Identify your target audience
- Set a budget
- Create a working committee including volunteers
- Find a suitable date and venue
- Find out licences and permits needed for the event (if applicable)
- Find suppliers that you will need (e.g guest speaker, caterer, decor, photographer etc)
- Find ways to promote the event
- Find sponsors and prizes
- Stay in contact with Inherited Cancers Australia
- Finalise details with venue and suppliers
- Send out reminder email to all guests and suppliers

Post event:

- Follow up and say thank you to attendees, suppliers, donors, sponsors
- Contact ICA with details about the event and send through funds within 7 business days of the event finishing