

# Fundraising Checklist

A list to help you organise your fundraising events.  
If at any point you have additional questions, feel free to contact [fundraising@arthritisaaction.org.uk](mailto:fundraising@arthritisaaction.org.uk)



-  Do you know what you are doing, when, where and how much it will cost to organise?
-  Have you set a target to raise during your fundraiser?
-  Have you made a checklist of actions (with deadlines)?
-  Is your event promoted so everyone knows how they can get involved? Is it promoted locally?
-  Do you need volunteers to help to organise the event or help during?
-  Host your event and have fun!
-  Thank everyone who helped and sponsored you at the end.
-  Send in your donations (if you're not doing the collection online).

When organising your fundraising event, it's important that you do it legally and safely. Arthritis Action is unable to take any liability or responsibility for anything that might happen to people or property as part of your fundraising. You'll find information about risk assessments, public liability insurance and other health and safety information by visiting [arthritisaaction.org.uk](http://arthritisaaction.org.uk).