

EVENT CHECKLIST

WHAT A GREAT IDEA! NOW...

- Choose how you would like to fundraise and set yourself a goal
- Lock in the venue, date and time. Register your event online at www.blueknot.org.au/BlueKnotDay
- Set up and personalise your online fundraising page. You can share the page through your network and encourage those who can't attend your event to donate online at everydayhero.com.au or justgiving.com
- Reach out to friends, family and colleagues to see who can help you organise your event and reach your fundraising goal
- Check out the fundraising resources at www.blueknot.org.au/BlueKnotDay
- Ask local businesses how they can support your event by donating food, drink and prizes
- Send out your invitations to friends, families and colleagues

NOT LONG TO GO!

- Display posters around the venue and at local businesses so everyone knows about the event
- Promote the event online using our web banner and social media image
- Create a run sheet for the day and distribute to your event team with allocated roles
- Make up collection tins using our tin-wrap print out. Print off bunting and posters to display at your event.
- Check out the merchandise available online and email us to make your order, simply email events@blueknot.org.au

IT'S THE BIG DAY!

- Decorate the venue with blue posters and bunting
- Show everyone all the great work that you've done by sharing photos with your network using #BlueKnotDay #EmpowermentRecoveryResilience and share your blue sky moment
- Have fun!

POST-EVENT WRAP UP:

- Thank all who supported your event and gave a donation
- Let everyone know how successful your fundraising event was
- Bank any cash or cheque donations within four weeks of the event
- Put your feet up – well done!

For more information contact: events@blueknot.org.au // T 02 8920 3611

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#EmpowermentRecoveryResilience

#BlueKnotDay