

# FUNDRAISING PLANNER

Use this planner to help you to prepare for your upcoming fundraiser.

Tick off every stage of the way in your preparation and use the thermometer to track how close you are to your final target.

Place it somewhere prominent, to remind yourself of how well you are doing.

visit [loros.co.uk/toolkit](http://loros.co.uk/toolkit) to access our library of resources

## MY GOAL

NOT FAR NOW

HALF WAY

GOOD JOB

COLOUR IN AS YOU REACH EACH GOAL

**LOROS**  
Hospice Care for Leicester, Leicestershire & Rutland

Being there for you and your family



### WHEN & WHERE

As soon as you know the date and the venue, spread the word and let everyone know.

The sooner the better!

1



### WHAT DO YOU NEED?

Make a list of what you need and work out your budget. See how much you can get donated by friends, family and local businesses.

3



### ON THE DAY

Always try to invite more people as you will normally get drop outs. Keep things fun and interesting and hopefully they will be very generous.

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### ONLINE FUNDRAISING PAGE

Set up an online fundraising page at [justgiving.com/loros](http://justgiving.com/loros) and follow the step by step instructions.

2



### KEEP YOUR SUPPORTERS UP TO DATE

Get your supporters to help you to kick start your event and keep them updated so they can help you to smash your target.

5



### PROMOTE YOUR EVENT

Use social media and contact local press to share details of your fundraiser.

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### GIFT AID IT

For all offline donations that can be Gift Aided, don't forget to obtain our Gift Aid envelopes or get your donor to complete your sponsor form.

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### PAYING YOUR MONEY

Visit our Money Matters page in Your LOROS guide to fundraising for details on where to send your donation.

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### THANK EVERYONE INVOLVED

Remember to thank those people who really helped to make your fundraiser special.

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