

THINGS TO REMEMBER WHEN PLANNING YOUR EVENT.

Once you have decided what type of event or initiative you would like to hold, there are a few things you will need to consider:

Event Details: You will need to decide when and where you want to hold your event. You will also need to decide how many volunteers you will need to help run your event.

Budget: Before you begin, decide how much money you have to spend on the event. It is important to try and keep costs low as this means you will raise more. Local businesses can be very helpful, and may be willing to sponsor food, beverages and spot prizes for your event. You may also be able to obtain a venue or entertainment for free if you ask. Make sure to ask, the worst they can say is no!

Permits: Check with your local Garda station to see if you require a permit for your event. This is normally required for events taking place in public area e.g. street collections.

Get informed: Make sure everyone involved knows why their help is important and what you are fundraising for. Check out the our website www.edmundricedevelopment.org for all of the information on the wonderful projects that your fundraising will support, and take a look at the videos and stories to learn first-hand from people of how the support directly benefits their lives.

Support: We are always here to help you with any questions you have about your fundraising event – just ask!



A TO Z OF FUNDRAISING IDEAS

- A.** Auction, Art Sale, Abseiling
- B.** Basketball Tournament, BBQ, Battle of the Bands, Book Sale
- C.** Car Wash, Cake Sale, Concert, Christmas card sales, class collection
- D.** Dance Marathon, Disco, Dog Walking
- E.** Egg & Spoon Race,
- F.** Football Blitz, Fun Run, Fancy Dress Day, Film Night
- G.** Garage Sale, Game Show, Garden Party
- H.** Halloween Party, Hockey Match, Hill Walking
- I.** International Food Party
- J.** Jelly Eating Competition, Jumble Sale
- K.** Karaoke, Kite Making Competition
- L.** Lottery, Live Music Concert
- M.** Mission boxes, Magic Show, Marathon, Musical Chairs, Music Quiz
- N.** Non-Uniform Day, Nature Walking, Nearly New Sale
- O.** Olympics, Obstacle Course, Odd One Out
- P.** Pop Concert, Pantomime, Penalty Shoot Out, Prize Draw
- Q.** Quiz Night, Question Time
- R.** Races, Record Attempt, Raffles
- S.** School Disco, Sponsored Bike Ride, Sports Day, School Tuck Shop
- T.** Talent Contest, Three Legged Race, Tug-O-War
- U.** Uniform Day
- V.** Variety Show
- W.** World Record Breaking, Welly Throwing competition
- X.** X-factor Talent Show, Xmas party
- Y.** Yellow Clothes Day
- Z.** Zombie Day, Zany Clothes Day

AFTER YOUR EVENT

After your event/ initiative there are still some things to do:

- ✓ Make sure to send your stories and pictures to our office to be included on our website or in our next newsletter.

- ✓ Send thank you notes to any local businesses or people that helped you fundraise.

- ✓ Once you have you have collected all of your donations and paid all costs, please return the final amount to Edmund Rice Development (as below). Please ensure that two people count the money, or get your teacher to help you and remember to keep a copy of all receipts you have.

- ✓ Please forward funds raised to Edmund Rice Development using any of these methods:
 - Call in or send a cheque/postal order/bank draft (made payable to Edmund Rice Development) to Edmund Rice Development, Edmund Rice House, North Richmond Street, Dublin 1. T: 01 819 6782

 - Lodge direct to Edmund Rice Development Bank Account:
Bank of Ireland, Ballygall Rd, Finglas, Dublin 11.
Account No.: 20106064.
Sort Code: 90-05-51
IBAN: IE49 BOFI 9005 5120 1060 64
SWIFT/BIC: BOFIE2D



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Registered Charity Number: **CHY18492**