

# Hosting a fundraiser?

## Here's how to make it a success



### Before your event



- ☐ **Come up with your idea**  
Decide what kind of fundraiser suits you best – a morning tea, trivia night, BBQ or car wash.
- ☐ **Choose a date and location**  
Pick a time and place that works for your community. Check whether you'll need a hall, park permit or online setup.
- ☐ **Set up your fundraising page**  
Register through Switched On for Sick Kids to create your fundraising page. This is where donations can be made directly to the Children's Hospital Foundation.
- ☐ **Plan your event**  
Write out all the tasks you need to complete before your event. Include key dates, approvals, and setup details like tables, signage, music and catering.
- ☐ **Spread the word**  
Share your event with friends, family and your local community. Use social media, posters and word of mouth to invite people or encourage donations.
- ☐ **Check requirements**  
Look into any council permits, licenses or insurance you might need. The Foundation is unable to provide insurance for your event.

### During your event



- ☐ **Set up early**  
Make sure everything's in place – signage, tables, music, donation station and your fundraising link ready to go.
- ☐ **Have fun**  
Enjoy the event, take photos and share them on your fundraising page and socials to keep the excitement going.
- ☐ **Promote donations**  
Encourage people to donate on the spot through your fundraising page. Every dollar makes a difference for sick kids.

### After your event



- ☐ **Say thank you**  
Thank everyone who supported or attended your event. A quick message, social post, or tag goes a long way.
- ☐ **Bank your funds**  
If you collected any offline donations, add them to your fundraising dashboard.
- ☐ **Share your success**  
Post your results and photos online and let your community know how their support helps sick kids and their families.