Hosting an event tips and tricks

Whether you're a seasoned fundraiser or just getting started, the FightMND team is here to help you reach your fundraising goals. Here are our top tips to when hosting a fundraising event….

Plan early

Give yourself enough time to organise your event. Planning often takes longer than anticipated. You also want to allow time to adapt if things don't go the way you initially intend.

Budget

Set yourself a clear budget to work within. Using a well-defined budget is an effective way to manage your expenses and track your revenue.

Set fundraising goals

Whether you're hosting a raffle or an auction, it can be a helpful to set a clear fundraising goal for the event. This can help push sales to try and reach your target.

Promote your event

Promote your event to friends, family and the wider community. Create your own promotional material. This can be a poster, social media post or mail out. Promotion is a vital tool to spread the word and get guests to your event.

Delegate tasks

Events can be very time consuming to plan and run. It's always great to enlist the help of friends, family or volunteers. Give clearly defined roles for the day or the lead up to your event. This gives you more time to focus on your areas of responsibility.

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A FIGHTMND EVENT

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Select an appropraite venue

Select a location that is appropriate for the number of guests you anticipate. You don't want the space to feel overcrowded or too empty. This could be any sort of venue whether it's an events space, a clubhouse, or even a park. Consider a wet weather plan if your event is outdoors.

Catering

Consider easy ways to cater for your group. If catering cannot be arranged through your selected venue, consider hiring a food truck. You could enlist friends and family to bring food along to support your event.

Enjoy yourself

Running events can be incredibly fast paced and busy. They're also very rewarding. Remember to have fun and take time to enjoy yourself on the day.

Need help reaching your fundraising goals?
Visit the resources section in our Participants Hub.

Remember your Daniher's Drive support team are always here to help

📞 Phone 03 7052 7007 (Save this number in your phone so you always have it handy)

✉️ Email danihersdrive@fightmnd.org.au

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