

TOP TEN TIPS

For a fun, safe and successful fundraising event!

1. Make a Plan

The sooner you start planning your event, the better. Once you have decided on the date and location then we know so we can offer our support. If you are organising a big event, then get a committee together to help you and delegate tasks.

2. Set a Goal

It's important to decide what amount of money you plan to raise at the event. The amount you choose should be the amount you plan to raise after expenses are deducted. If your goal is to purchase a piece of equipment for the hospital then please check they need it and find out how much it costs.

3. Budget

Every fundraising event plan should contain a complete budget listing all of the expenses that will be required to hold the event, e.g. catering, venue hire, and printing. Your budget should take into account your fundraising goal, ensuring that you raise that amount above and beyond all expenses. Be sure to leave a little extra room in your budget for unforeseen costs. Be realistic with what you can achieve on your budget and keep it simple.

4. Share Your Story

If you have a personal reason for fundraising for Mid & South Essex Hospitals Charity, or for one of our hospital's in particular, and feel you can talk about it, then please share your motivation with your supporters. Sharing your story will bring your fundraising to 'life' and help people to understand why it's important to get involved.

5. Get Connected

Tell your friends, family and colleagues about your event. Set up a facebook group, share posters on-line and in your local community, contact your local paper and radio stations. We can help too, so speak to the Fundraising Team for more ideas.

6. Maximise Your Money

Use JustGiving.com to create your own personalised fundraising page. This way you can email it to everyone you know and share it via social media. If possible, try to ensure the first donation is high, as it will inspire others to be equally as generous!

7. Get Snapping

Take lots of photographs at your event! Get uploading on social media and email round to friends and family. Sharing your success might inspire others to get involved in fundraising, meaning that your effort goes even further!

8. Enjoy It

You've worked so hard to get to the big day so make sure you enjoy it! If you're having a good time, so will everyone else – and the more fun you have the more funds you'll raise!

9. Say Thank You

From your donors and volunteers to your suppliers and venue staff, thank everyone! Let them know how much they have helped you to raise funds for Mid & South Essex Hospital's Charity and what a difference their support will make to the lives of our patients and their families.

10. Present Your Donation

Our staff love to meet you and thank you for your fundraising efforts on behalf of their patients. When you have completed your fundraising and have collected all of the money, please make an appointment to come in and officially present your donation to your chosen ward or department.