

FUNDRAISING CHECKLIST



Here are a few simple things to tick off (most of which you can do beforehand) so that, on the day, you can simply focus on fundraising and feeling really rather proud of yourself.

Tick when you're done!



1

Pre-order your free Fundraising Kit

It's full of fundraising ideas, posters, useful tips and all kinds of great stuff to make fundraising easy and fun. Pre-order yours at sportrelief.com/kit and it'll be with you by the end of January.



2

Pick an idea

It's not all sport, sport, sport. There are so many things you can do to join in and make a difference. Go to sportrelief.com/fundraise or download our **Top Fundraising Ideas** for inspiration.



3

Assemble a dream team

Fundraising is always a lot easier, and more of a laugh, in a group. Get friends or workmates in on the fun with our **Recruitment Poster** and then set a nice big, fat fundraising target to get everyone motivated.



4

Who, what, why, where, when

Plan the date, time and location of your fundraising in advance. How long will it take to set up? What do you need to bring? Do you need tickets? Napkins? Loose change? Also, keep in mind things like elevenses or tea time if, for example, you're planning a bake sale.



5

Spread the word

From posters and press releases to Facebook and Twitter, we'll help you get the word out about your fundraising. Visit our Promote your Fundraising Guide from January for handy tips and advice.



6

Inspire people

Make sure everyone knows the amazing difference their donation or sponsorship can make. Visit **Where your Money Goes** for examples of how even small amounts can change lives.



7

Bask in the glory

Relax and relish the Sport Relief Night of TV on Friday 18th March on BBC One. You've done your bit, so kick back and bask in the glow of knowing the incredible difference your fundraising will make.



8

Pay in the money you raised

After a flurry to find those final few sponsors, it's then time to pay in the fruits of your fantastic fundraising; the sooner you do, the sooner we can put it to work changing lives. Just go to sportrelief.com/payin from January.



WHAT'S WORTH MORE, A BAKE SALE OR A DANCEATHON?



So, should you knock out a few lemon drizzle cakes or come into work dressed as John McEnroe? Here's a quick rundown of a few fundraising favourites and roughly how much you can expect them to raise.



Sweepstake Poster

Perfect for work and the easiest £30 you'll ever raise! Download the Sweepstake Poster from January.



Athon and on and on...

From danceathons and yogathons to, well, a whatever-you-want-athon. Get sponsored to turn something you enjoy into an endurance event.



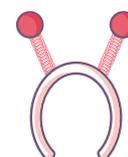
Bake sale

Make cakes. Sell cakes. Simple as that... and made even simpler with our ready-made Great Sport Relief Bake Off Kit. Jam-packed with bunting, posters, recipes and price tags, it's available to download in January.



Dress-down day

A great money-spinner, especially if you work in a large office. Everyone pays £1 to come in wearing something comfy, sporty or downright ridiculous or £2 to forfeit.



Walk/run/cycle to work

Cut out the car, give the bus the boot and get sponsored to walk, run or cycle to work for a week.



Face a challenge

Become the stuff of fundraising legends and get sponsored to do something you'd never thought you'd do, like a triathlon, a 10k, or even a marathon.



If you're fundraising at work, ask if your company will match what you raise. It's quite common, plus it could double your total and the difference your fundraising makes.

Sport Relief is an initiative of Comic Relief, registered charity 326568 (England and Wales), SC039730 (Scotland), SP16, 010.

DO YOURSELF PROUD