

Checklist



Before your Event:

Register your event

If you haven't already, go to www.justusgirls.org.nz and register your event. This puts you in the draw to win a fantastic prize, and lets you show off your fundraising efforts online.

Set a date and send your invites

Set a date for when you want to host your event, then write out or email your invitations to all your friends

Add a Facebook Event

If you and your friends are on Social media, it makes it easier to communicate if you have a Facebook event for everyone.

Activities

What activities will you have at your event?

Do you need to organise:

- Food
- Drinks
- Prizes
- Games
- Movie

What else do you need to organise?

Prizes

Are you holding a raffle or auction? Where will you source your prizes from?

Motivate

Remind your guests via email and Facebook, share your fundraising page, share ideas on your event theme. Encourage your guests to do the same.

On the Day:

Set Up

Get everything set up early for your Event. Do you need to pop out for anything else?

Guests and Donations

Don't forget to collect any entry fee from your guests. If they don't have cash or want to donate a larger amount, how about having a computer or laptop set up with your fundraising page.

Take photos

Take photos and share them on Facebook and Instagram @justusgirlsNZ #justusgirls2018.

Say Thanks

Without you and your guests this event wouldn't be possible. Make sure to say thanks and let them know how much you have all raised.

After your Event:

Say thanks again

Email and/or Facebook your guests to say another thank you and remind them of their fundraising efforts.

Bank your funds

If you collected cash on the night pop down to your local ANZ or deposit your funds online. Or you can just pop the extra donations into your Fundraising page online.

Bank your funds before the 14th July and go in the draw to win a family portrait sitting with Sandy Carter Photography.