

# Step by Step Event Guide

To hold successful fundraising events for Sydney Children's Hospital please follow these simple steps!

## 1. Develop an idea and contact us on 9382 1188

If you need some fundraising ideas, please refer to our A to Z of Fundraising Fact Sheet. Once you have chosen what sort of fundraising event you want to hold, contact us to discuss your ideas.

## 2. Authorisation to Fundraise

Our Events team will send you an 'Authorisation to Fundraise' to sanction your fundraising on the Hospital's behalf. This authorisation must be issued to comply with NSW legislation.

## 3. How SCHF can help

From your initial phone call, right through to the completion of your event, you will be supported by a dedicated Events team member. We can provide you with advice and guidance to ensure your event is a success.

## 4. At the event

- Contact all of your service providers, speakers, entertainers, caterers the day prior to ensure everything is confirmed.
- Use a finalised running order during the event and make sure everyone involved in the event has a copy.
- Ensure you have a complete, up to date contact list. This should include details for all the contractors, caterers, entertainers, speakers, volunteers and fellow event organisers.
- Take copies of all permits, licences and other important documentation you may need to produce.

## 5. At the completion of your event

When your event has concluded and the last of your donations has been collected, you will then need to send all the funds you have raised to SCHF, this payment can be made in cash, cheque, credit or direct deposit.

## 6. Celebrating your achievement

After you have wrapped up your event, we invite you to visit the Sydney Children's Hospital for an official cheque presentation and a tour of the Hospital, to thank you for your hard work to fundraise for the Hospital. It also gives you an opportunity to see where the funds you raised will be going.

**Contact the Events Team on 9382 1188 to see how you can improve the lives of seriously sick children by organising a fundraising event.**