

Big Day Checklist for School Fund-raiser



Before the day

- Send event details to WAD website
- Inform benefiting charity of your plans
- Checks with local police, LEA, County Council, etc
- Insurance coverage
- Wet day contingency plan (for outdoor event)
- Venue:
 - Power points
 - Accessibility
 - Parking
 - Toilets
 - Seating
- Catering:
 - Food/drink
 - Price list
 - Crockery/cutlery
 - Rota for serving/clearing away
- Publicity, advertising, local media, press releases
- Prizes for raffles, quizzes, games, etc
- Speakers, VIPs, celebrities
- Display material, children's work, posters
- Sufficient staff/parent helpers, allocate tasks
- Children rehearsed and confident
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The day before

- Reminder to local media
- Check electrical equipment works
- Camera, film and other equipment prepared
- Donation boxes
- First aid kit
- Plenty of small change
- Brief any children acting as stewards
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After the event

- Venue left clean and tidy
- Equipment returned to owners
- Proceeds counted and sent to appropriate recipient
- 'Thank-you' letters
- Report and photos for WAD website
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