

Whether your event is large, small, a breakfast or a quiz, the organisation for events ends up being pretty similar! Here's a checklist to help you put on a fantastic event.

We may be able to provide a speaker for your event - get in touch! [info@talkpeach.org.nz](mailto:info@talkpeach.org.nz)

### Checklist

1. Email us to let us know you are wanting to raise funds and we will send you your registration number. Please note in order to use the Talk Peach name and / or logo on a large scale or for advertising, you must gain permission. We may be able to put your event on our website to gain interest and / or on our social media sites.
2. Enlist some help - it's much more fun as a group!
3. Think about how much you want to raise and set yourself a target amount.
4. Estimate your costs. But you'll be surprised how many people are willing to donate food, drink, and even a venue! Use your networks!
5. Sort out your venue If you do need a venue investigate options and book it well in advance.
6. If needed, obtain permits, check insurance requirements for your event and make sure you have any necessary council or other approvals.
7. Publicity and Promotion - Promote your fundraiser using your networks of friends, colleagues and clubs. Consider using the Facebook, Twitter, email, posters and flyers.

