



TIME TO GET ORGANISED

USE OUR HANDY CHESK LIST TO HELP TURN YOUR PLANS INTO REALITY

- ☐ **Choose a date and time** - get a date in and work backwards from there to plan your activities
- ☐ **Call on family and friends** to share the workload and help you organise
- ☐ **Shout about it!** - utilise social media local press and let as many people know about your event as possible we can help just get in contact
- ☐ **Keep people excited** and in the loop - let them know how things are going
- ☐ **Set up your online fundraising page** - join us on Justgiving by following oh handy how to guide
- ☐ **You don't know if you don't ask** - local businesses might sponsor or provide prizes or give discounts if you ask new

Remember we are here to help just drop an email to emma@spacecheshire.org.uk

