

Fundraising Toolkit



Hosting a Fundraising Event

Consider choosing a theme to tie everything together, this fun and creativity will flow through all elements of your fundraising event. Visit our RESOURCES section for templates to download.

Create your own decorations using the FREE RESOURCES, team them with streamers for a festive yet inexpensive way to spruce up a room! Remember to visit our RESOURCES section for your FREE TEMPLATES where you can download a selection of templates, including invitations. To save money and time on writing invitations and postage costs, download our e-card and send invitations electronically.

Background music on arrival is nice to create mood and make people feel more comfortable.

Make a checklist and create a timetable for the day to ensure that everything you would like to happen and how you want it to look is remembered.

Download your FREE planning checklist at the RESOURCES section.

Food and Drinks:

Once you have pulled together your guest list you can plan the menu.

Finger foods are easy to prepare and the choice of finger foods is endless including Pigs-in-a blanket, mini quiches, and assorted finger sandwiches cut with cookie cutter into shapes or croissants. Yummy cakes and sweets will promise to be devoured!

Boast beautiful beverages including coffee and tea, punch, homemade lemonade or milk shakes in milk bottles.

Download the Food and Drinks Bar Ideas on the RESOURCES section for more ideas.