

# Quiz Night

## Check list



### Notify us of your plans

Be sure to stay in touch and keep us up to date of your progress. Request a fundraising approval letter from us, for you to provide to the venue. We are here to help... [fundraising@stillaware.org](mailto:fundraising@stillaware.org)

### Contact venues who would be happy to support your event

We encourage to contact small business's, or perhaps use your personal connections, as large franchised organisations will have a higher cost.

### Set a date

be mindful of other events in your state and try to pick the most suitable time for your target audience.

### Set ticket price

Be sure to cover any costs in the ticket price, then add on a mark up, this ensures each ticket raises funds.

### Create ticketing & fundraising platform

To make purchasing tickets easy, you may like to create an online ticketing platform. For example, [universe.com](http://universe.com) or [eventbrite.com.au](http://eventbrite.com.au) are good options. Or you may like to just create a fundraising platform through [everydayhero.com.au](http://everydayhero.com.au)

### Create an event page & volunteers

Facebook and social media is a great resource for sharing your event. To make your event as smooth as possible, it is worthwhile to seek some volunteers to assist you.

### Seek donations

You may like to have a raffle, food stand or silent auction at your event, this will assist in your fundraising. Donation request letter can be found under 'download resources'.

### Prepare for event

Share, invite and promote your fundraiser. A great way to do this is sharing information about Still Aware and where funds will go towards. Info can be found under 'download resources'

### Run event

You may like to do a small talk at the beginning of your fundraiser, sharing your story and/or connection to Still Aware.

### Deposit funds

Well done and thank you! Be sure to contact us with your results and deposit the funds raised to:

Still Aware - BSB: 035-034 - ACC: 372865