

# Steps to planning your organisation's event



## Step 1 - Pick your day

Pick a day in September that works well in your organisation's calendar and take advantage of the September footy finals fever to inject some serious fun and playful team rivalry amongst your colleagues to help kids with cancer.

## Step 2 - Decide what you want to do

Decide what will work best for your organisation whether it's a morning or afternoon tea, a BBQ, Friday night drinks or any thing else that might engage your co-workers. Rather than asking for a gold coin donation, try asking people to donate what they would normally spend for that occasion.

Make your event more fun by adding a dress up competition, an auction or raffle, a fine box, footy tipping or handball competitions. The sky's the limit!

## Step 3 - Promote your event

There are many ways to spread the word to your colleagues - send out an email, use your Intranet or noticeboards, add a message in your newsletter or tap into the power of social media and send out an event message.

Make it even more fun and personal by recording a message on your phone!

You want to start planning your event but aren't sure what to do? Here are some simple steps to make your Footy Colours Day bigger than the Grand Final:

### TIP - How can I raise even more money?

There are many ways to kick a winning goal:

Online fundraising pages are an easy way to reach out to your internal and external networks. Your online page is easy to share via email or social media and you don't have to handle any money as it goes directly to Fight Cancer Foundation.

Dollar matching allows you to double your donation by asking your company to match what staff have raised.

Reach out to your clients, customers and supporters to join in and show their true colours by making a donation.

## Step 4 - On the day

Your Footy Colours Day has finally arrived and with it an air of excitement around your workplace. Encourage people to dig deep when donating by explaining what Footy Colours Day supports and how it makes a difference for kids with cancer.

Be sure to take lots of photos and videos from your event and share on social media using [#footycoloursday](https://twitter.com/footycoloursday).

Most importantly - have fun!!

## Step 5 - Bank your money

Every dollar raised makes a difference to the lives of kids living with cancer, but only if you bank your funds raised.

See your banking instructions for all the ways to bank your donation or go to [footycoloursday.com.au](https://www.footycoloursday.com.au). If you have lost your instructions or can't find your supporter number contact us at:

[footycoloursday@fightcancer.org.au](mailto:footycoloursday@fightcancer.org.au)  
or call on 03 9342 7888.

### TIP - How can I reach a larger audience?

If opening your event to the public, invite your local media along to share your event