

# STEPS TO PLANNING YOUR SCHOOL'S EVENT



## Step 1. Registration

- Pick a date in your calendar and register at [footycoloursday.com.au](http://footycoloursday.com.au)

## Step 2. Digital welcome kit or online fundraising page setup

- Download your digital welcome kit which includes popular resources and your banking instructions form which has your unique supporter number.
- If your registered with an online fundraising page you will receive an email with your page link.

## Step 3. Spread the word

- Print out the posters and display them around your school.
- Send a note home or include a message in your newsletter or on social media to let parents know about your event.
- Mention at an assembly at your school to tell everyone about your Footy Colours Day event.



## Step 4. In the lead up to your event

- Decide what activities you want to incorporate in your Footy Colours Day. Find them in your digital welcome kit or see our 'Tips & Tools' web page.
- Reach out to local businesses and the community to support your event by donating auction or raffle items or giving money.
- The day before, remind students and teachers to bring a donation and wear their favourite footy colours to school.

## Step 5. On the day

- Have fun and don't forget to take lots of photos to share on social media using #footycoloursday

## Step 6. Bank your money

- Every dollar raised makes a difference in the lives of kids with cancer.
- Refer to your banking instructions sheet or visit [footycoloursday.com.au](http://footycoloursday.com.au) for all the ways to bank your money. If you are having trouble contact [footycolours@fightcancer.org.au](mailto:footycolours@fightcancer.org.au) or call 03 9342 2611
- If you registered with an online fundraising page, donate any physical money collected directly to your page.