

# CEIS fundraising event PLANNER

\* resources available from CEIS – visit [www.ceis.org.au/...](http://www.ceis.org.au/...)

## Overview and register

Type of event:  
(see [www.ceis.org.au/...](http://www.ceis.org.au/...) for ideas)

Guests:  when attendance confirmed

<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

Date:

Venue:

booking required? Y/N      booking done? Y/N

Help required? Y/N

Who? What?

Register event at [www.ceis.org.au/.....](http://www.ceis.org.au/.....)

## Invitations and promotion

- printed\* and handed out personally
- printed and posted
- email and follow-up phone-call
- church slide, bulletin or announcement
- Facebook
- other \_\_\_\_\_

## Preparation and budget

(NB: CEIS is unable to provide insurance coverage, promotional costs or any other event related costs; all events are run as individual, personal events. CEIS does not expect you to host expensive events; keep it simple)

What is my comfortable budget for this event?      \$\_\_\_\_\_

What needs to be done?	Cost?
1. <u>invitations *</u>	\$ _____
2. <u>CEIS presentation *</u>	\$ _____
3. <u>bookings</u>	\$ _____
4. <u>food</u>	\$ _____
5. <u>drinks</u>	\$ _____

What needs to be done?	Cost?
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____

## Goal

Every \$ is valuable and supports children in schools knowing about GOD!

- \$2000 = 4 terms of CEIS in a school
- \$1500 = 3 terms of CEIS in a school
- \$1000 = 2 terms of CEIS in a school
- \$500 = 1 term of CEIS in a school
- \$\_\_\_\_\_ = valuable support for CEIS in schools

## Donation options

Your invitation/promotion will highlight the fact that your event is a fundraiser. Allow some time during your event for donations to be made. (If you can, please promote the **regular** giving option.)

- CEIS brochures \*
- cash bowl and receipt list \*
- CEIS website (visit [www.ceis.org.au/....](http://www.ceis.org.au/....))
- online other ( such as [www.gofundme.com/](http://www.gofundme.com/))

## CEIS presentation/promotion

At a fundraiser it is important to explain what the donations are supporting. Allow 5 or so minutes for a simple presentation to happen at your event.

- by me
- ask a CEIS representative to assist
- use powerpoint on iPad/PC/laptop/other device \*
- invite guests to log in to Facebook and/or Twitter and follow CEIS; remind them to 'like' posts

## Thank you options

Please say thank you on behalf of CEIS and the children who will be hearing about GOD.

- email, with a link to the CEIS video
- Facebook, with encouragement to share a post
- chocolate, flower, card or other inexpensive item
- send a photo of the group taken at the event (check for permission when taking it)

## Finalising event

- deposit cash funds; post or email receipt to CEIS

Account Name: **CRE Deductible Gift Fund**

BSB: **702-389**

Account Number: **05209480**

- post completed brochures and/or 'receipt's required' list to CEIS
- to inspire others, upload some details of your event to [www.ceis.org.au/....](http://www.ceis.org.au/....)