

STEPS TO PLANNING YOUR WORKPLACE'S EVENT



Step 1. Registration

- Pick a date in your calendar and register at 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 you 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 workplace.
- Let everyone know about your event by sending an email or include a message in your newsletter, intranet or on social media.
- Hold a meeting to tell everyone about your Footy Colours Day or mention at an existing meeting.



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 everyone to bring a donation and wear their favourite footy colours.

Step 5. On the day

- Have fun and don't forget to take lots of photos to share on social media using [#footycoloursday](https://twitter.com/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 for all the ways to bank your money. If you are having trouble contact 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.