

Host a Charity Lunch/Dinner

Plan

- Where are you going to host your event?
 - Consider the catering packages they are offering.
 - Make sure you compare venues to get the best outcome.
- Pick a date and time.
 - Check there are no other events on this weekend that might interfere with your event.
- Where are you going to sell your tickets?
 - We recommend using online ticketing platform such as [eventbrite](#).
- How will you promote your event?
 - Make a public Facebook event to help promote your event.
 - Try and get the media on board.
- Will you have entertainment and a host at your event?
 - Make sure you have all the right equipment that you might need for any entertainment.
 - Ask some local bands/djs/artists if they will donate their time to perform at your event.

Things to consider

- Increase your fundraising by adding sponsorship or extra fundraising initiatives.
 - Check out our "Ask for donations/sponsorship guide".
 - Source prizes for a raffle or an auction.
- Be sure to create a task sheet and a run sheet for everyone who is helping organise the event.

What's the next step?

Once you have decided you want to host a charity lunch/dinner, [register your fundraising](#) with us. Our team will get in contact with you to provide a document that allows you to fundraise on behalf of Variety - The Children's Charity of Queensland. We can support you by:

- Proofing flyers or provide you with a template.
- Supplying you with signage, most will need to be collected and returned to the Variety office.
- We can supply you with certificates of appreciation to send to all businesses who have donated prizes.