



# Event planner

This event planner is for you to use—maybe put up on your wall at home to help you remember what you need to do.

Fill in the Things to do lists with your own tasks, and tick them off as you go along. Contact Hope UK enquiries@hopeuk.org if you need any help!

### Things to do:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 1. Decide what you want to do

Would you like to do a sponsored event, or coffee morning? Ask Hope UK for relevant packs!

### Things to do:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 3. Get everything ready

Make posters, get helpers, equipment, think of a plan B, Do a risk assessment

### Things to do:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 2. When and where

Decide a time (during the Hope UK weekend maybe?), place, and how much money you can put in yourself .

### 4. Tell everyone

Tell the local paper, your friends, family, colleagues and church what you are doing

### Things to do:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 5. Do it!

Enjoy being part of enabling young people to make drug-free choices!

### 6. Thank you!

Don't forget to pay the money you have raised to Hope UK!! Use the 'Donate to Hope UK' form. And thank all your helpers and others who supported you.