

Your

# BAKE IT BLUE

## Event checklist



### Choose a date and venue

Pick a date to hold your event, when it comes to location, anywhere will work, as long as there are people (and of course baked goods) – this could be your workplace, school, club or home!

### Spread the word

Invite everyone you know! The more people who attend, the more chance of raising funds! Download the posters from our website to help you spread the word.

### Start your fundraising

Remind your guests that you are raising funds for treatments and cures for serious conditions affecting Australian kids. Share your fundraising page on Facebook and email, inviting people to donate. You can even set an example by making the first donation yourself!

### Be the host with the most

Don't be afraid to branch out and get creative in the kitchen with sweet and savoury treats. If you're looking for inspiration, download our free recipe book! To help raise more funds, you may also want to consider having an entry fee for Bake it Blue event.

### Games

Make your Bake it Blue event even more fun by holding auctions, raffles, quizzes, cake judging or other activities!

### Decorate

If you've bought special decorations or are using the posters or bunting from our resources, go crazy and make the room look great! Don't forget to put your donation box somewhere prominent where people will see!

### Donations

Guests can donate cash into your donation box. If people don't have cash or want to donate a larger amount, have your fundraising page open on your laptop, tablet or phone to capture their donation there and then. Don't forget people can also scan your QR code on your dashboard to easily make a donation as well!

### Bank any offline funds

The sooner you get your funds to us, the sooner we can put them to work. You can deposit funds via your dashboard.