

# HOST A LENT EVENT

## Your handy Host a Lent Event checklist

Hosting an event this Lent is a powerful way to unite with your community – and raise funds to create lasting change around the world. **Here's everything you need to make sure your event goes off without a hitch.**

### **Register your event**

Sign up for your event online at [projectcompassion.org.au](https://projectcompassion.org.au). Once registered, you'll have access to a range of resources. Contact our team to receive physical materials such as donation boxes, Project Compassion posters, and more.

### **Getting set up on the day**

Setting up an event often takes longer than you think. If you're not hosting at home, try to access your venue early. Allow plenty of time to decorate, put up posters and add finishing touches before your guests arrive.

### **Keeping things personal**

One of the most powerful ways to inspire generosity is to share why you're hosting a Lent event. On the day, take a few minutes to explain why supporting vulnerable communities matters to you. You could also highlight a story of someone whose life has been changed through Project Compassion. If your venue has a screen or projector, why not show a video from the Project Compassion website to bring your event to life.

### **Collecting those all-important donations**

**In person:** Make sure you put your Project Compassion donation box somewhere that everyone will see it, and have a back up box available in case your guests are feeling extra generous.

**Online:** You can also collect online donations through your fundraising page. Head to your dashboard to download and print posters featuring your own unique QR code, which your guests can scan to make their donation quickly and easily. If a receipt is needed, please ask your supporters to donate online.

### **Sharing your impact**

Every dollar you raise through your Lent event will help change lives. During the event, keep a running tally of your fundraising and take a moment to celebrate whenever you reach your target, or hit an important fundraising milestone.

### **And don't forget... have fun!**

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this Lent