Your Host A Lent Event Checklist

Hosting an event this Lent is a powerful way to unite your community and turn your collective kindness and generosity into real, lasting change for people living in poverty around the world.

Follow this handy step-by-step guide to *Unite Against Poverty* and make your event a success.

BEFORE YOUR EVENT

Decide how you'll host

From Pancake Day fundraisers to trivia nights, there are so many fun and exciting ways to bring your community together to make a difference. Choose what type of event you'd like to host – make sure to check out our *How Will You Host?* guide for inspiration!

Pick a date and plan your venue

Find a date during Lent and decide on a venue. Consider when and where will be easiest for your community to attend to make it easy for people to come together.

Register online

Head to projectcompassion.org.au to register your event and set up an online fundraising page. An online fundraising page makes it easy for supporters to donate without the need for cash, and to track your progress along the way.

Request resources

Need donation boxes, posters, or any other materials to help bring your event to life? Contact our team on projectcompassion@caritas.org.au and we'll do our best to support.

Spread the word

Use the posters, invitation and social media tiles included in this Toolkit to spread the word to your community and inspire them to come along and join you.

ON THE DAY

Arrive early
Setting up an event can take longer than you think. Arrive early to give yourself plenty of time to prepare before your guests arrive.

Display Project Compassion donation boxes
Make sure to display your donation boxes somewhere that everyone can see them, and have a back-up box on hand in case your guests are feeling extra generous.

Display your QR code
Head to your online dashboard to download your unique QR code and display this around the room for your guests to scan and donate online.

Share your impact
One of the most powerful ways to inspire generosity is to help people feel part of a shared mission to create change. Take a few minutes during your event to tell your guests the stories of Project Compassion and share how their support will help transform the lives of vulnerable communities around the world.

Take plenty of photos and videos
Make sure to capture plenty of photos of your community coming together to create change.

AFTER YOUR EVENT

Thank your attendees
Reach out to all your guests to thank them and to celebrate the spirit of community and generosity that made the event possible.

Share your page one last time
Make sure to share your page with your community again to give anyone who couldn't attend the opportunity to donate.

Share your photos with Caritas Australia
We'd love to hear how you got on and see any pictures – you could even be featured in future Project Compassion materials to inspire others to get involved and support! Share your photos here.