

# STEPS TO PLANNING YOUR WORKPLACE'S EVENT

Fight Cancer  
Foundation™

**FOOTY  
COLOURS  
DAY!**

## STEP 1. REGISTER

- Pick a date in your calendar and register at **footycoloursday.com.au**
- After you've registered, we'll send you a link to download your **free digital welcome kit** which is packed full of ideas, decorations and resources to help make your event a success.

## STEP 2. SPREAD THE WORD

- Print out the Footy Colours Day posters and display them around your workplace.
- Let everyone know about your event by sending an email or include a message in your newsletter, intranet or on social media.
- Hold a meeting to tell everyone about your Footy Colours Day or mention at an existing meeting.

## STEP 3. START PLANNING

- Decide what activities you want to incorporate in your Footy Colours Day event. Find them in your digital welcome kit or visit the 'Tips & Tools' section of our website.
- Reach out to local businesses and the community to support your event by donating auction or raffle items or giving money.
- The day before, remind everyone to bring a donation and **wear their favourite footy colours!**

## STEP 4. ON THE DAY

- Have fun and don't forget to take lots of photos to share on social media using **#footycoloursday**

## STEP 5. BANK YOUR MONEY

- Before the final siren sounds on your Footy Colours Day event it's time to finalise fundraising and bank your funds!
- **Every dollar raised makes a difference in the lives of kids with cancer.**
- Make sure to donate any physical cash collected on the day to your **online fundraising page**. If you are having trouble contact [footycoloursday@fightcancer.org.au](mailto:footycoloursday@fightcancer.org.au) or call 9342 7888

