

TOGETHER TO CURE CYSTIC FIBROSIS

YOUR EVENT PROJECT PLAN AND BUDGET TEMPLATE



Cure4CF
Foundation

Local funding. Global solution.

CURE4CF FOUNDATION



ABOUT US

The Cure4CF Foundation, a registered not-for-profit charity, was formally established in 2009. The Foundation currently supports the work of a leading Australian gene therapy research team, based in Adelaide, as they develop a cure for cystic fibrosis (CF) airway disease. Cure4CF enlists public support to fast-track the development of this ground-breaking research, while also raising awareness of cystic fibrosis in the broader community.



RESEARCH HOURS IN 2014/2015

Because of community support Cure4CF Foundation was able to provide vital funding to the Adelaide research team in 2014/2015. This allowed the research team to complete a number of key projects focused on Airway gene transfer; Stem Cells and X-ray imaging, all of which have contributed to the acceleration of research toward the goal of human clinical trials.



PEOPLE LIVING WITH CF AND THEIR FAMILIES ARE DESPERATE FOR A CURE

70,000 people world wide, 3,000 people living with CF in Australia, the majority under 38 years. We must hasten our efforts to cure cystic fibrosis to ensure these children and their families are given a quality and quantity of life that cystic fibrosis has taken away.

NOW IS THE TIME TO CURE CYSTIC FIBROSIS!

RESEARCH TO CURE CF

Cure4CF Foundation believes that a cure for the airway disease, rather than ongoing treatment of symptoms, is the best outcome to improve quality and quantity of life for people living with CF.

For the past 15 years the Adelaide research team we support have been working on a gene transfer approach to cure CF airway disease, and have delivered a number of world first outcomes. They use a heavily modified virus to take the correcting CF gene into the airway cells, replacing the defective Cystic Fibrosis gene that causes CF airway disease. The aim is that the corrected cells will take over the job of producing the normal airway physiology, and so prevent or halt the lung disease process.

FUNDRAISING ACTION PLAN

Thank you so much for your support of Cure4CF Foundation, we hope you have a great experience raising funds toward a cure for cystic fibrosis. Here is a guide to help you get started on your event planning.

FOUR MONTHS PRIOR TO YOUR EVENT

- Decide what type of event you are going to hold and choose a date to hold it on.
- Fill out the Cure4CF event registration and email it to info@cure4cf.org.
- Research price for venue and other costs.
- Ask friends, family or work colleagues for help. Maybe you can form an event committee.
- Start building support for your event by letting your family and friends know in advance about what you are doing.
- Set your budget - try to keep your fundraising costs under 30%.
- Identify areas where you may be able to source items to be donated or parts of your event that could be sponsored.
- Send proposals to organisations who could support you.

THREE MONTHS PRIOR TO YOUR EVENT

- Follow up your sponsors to see if they are able to support your event.
- Secure venue and other vendors.
- Start to build your guest list.
- Design your invitations and flyers etc.
- Please forward any promotional material you are developing to Cure4CF for approval if our logo is included, Email to info@cure4cf.org

TWO MONTHS PRIOR TO YOUR EVENT

- Send out your invitations, don't forget to include your RSVP date.
- Organise how you are going to execute your event with support of volunteers.
- Send a media release to your local media.

ONE MONTH PRIOR TO YOUR EVENT

- Send details and any last minute correspondence to your guests.
- Follow up with local media

TWO WEEKS PRIOR TO YOUR EVENT

- Confirm venue and all suppliers.
- Update volunteers on the event details and tasks assigned.

DAY OF THE EVENT

- Have fun and celebrate the role you have played in being part of the cure for cystic fibrosis airway disease.

AFTER YOUR EVENT

- Collect all of your donations and deposit your funds with Cure4CF Foundation.

EVENT BUDGET TEMPLATE TO SUPPORT CURE4CF FOUNDATION

Fundraising Income and Expenses

EVENT NAME:

EVENT DATE:

	Budget	Actual
EVENT REVENUE		
Ticket sales		
Sponsorship		
Table sales		
Silent Auction		
Raffle		
Other Income		
Total Revenue		
EVENT EXPENSES		
Audio visual and lighting		
Decorations		
Equipment rental		
Entertainment		
Food and beverage		
Insurance		
Licenses and permits		
Miscellaneous		
Parking and transportation		
Photography		
Postage		
Promotional materials (printing)		
PR		
Silent auction/Raffle		
Travel		
Venue fee/Deposit		
Other		
Total Expenses		
Net Income		