

This guide will help you through every step in organising your own Steps for Jo's event. You can also check our website more helpful information and resources.

1 Choose where you'll be stepping

Find a location where you would like to hold your event, ask permission from the venue and then start to plan your route. This could be at a park, local town or other locations. Think about who will be attending your event and how many people will attend.



2 Spread the message

Start promoting your event so people know how to sign up, including your friends, family and local community. Promote your event through posters, flyers, social media and local press. For more resources and tips on promoting your walk, check out our booklet and website.

3 On event day

Set up your event and mark out your route using the signs on our website. You can set up materials or balloons and merchandise you may have ordered from us from us to decorate your event and help to raise funds and awareness.

4 Steps for Jo's walk

You can have a countdown and ribbon cutting to start your event and congratulate all your walkers afterwards!

5 Congratulate yourself!

After your event collect your sponsorship and be proud that you have taken steps for a future free from cervical cancer! You can send in your sponsorship following the guidance in the fundraising pack. Then relax!

Safety at your event

- We have a template risk assessment for that you can use for your event
- If your event involves the public, you will need to ask for a copy of our Public Liability Insurance.
- Think about if you need First Aid at your event
- For more information look at our event pack.



Make your event amazing

1. Step in style with one of our T-shirts that can be ordered on our website.
2. Raise money online through setting up a Just Giving page.
3. If walkers/ runners do not want to fundraise you could ask them for a donation instead.

For more ideas and tips on organising your event, contact fundraising@jostrust.org.uk