

# Budget Planning



We've put together a list of the most important things you will need to budget for. Budgeting can be tricky when organising a fundraiser, whether you're having a simple dinner party or wine tasting and want to help the plight of the rhino, or you're organising a much larger event. We've also included a checklist, so that you can make sure you have everything you need to make your fundraiser a success.

## Handy tips on how to host your tasting:

- Always taste your wines from light to heavy and white to red. See our spec sheet for guidance.
- Using palate cleansers in between wines helps to appreciate the flavours of each wine. Neutral cleansers like croutons or crackers are best.
- Make sure you have a few snacks available so people don't taste on an empty stomach.
- Have a spittoon available so that people don't have to swallow the wine if they don't want to.
- For tasting purposes, we recommend one bottle for 6 people. When hosting a dinner, however, portions are more generous. We recommend 4 people per bottle.
- For your convenience, you can make use of the invites, stickers, tasting sheets and posters downloadable from this site.

## Budget tips:

- A good practice when creating a first draft of a budget is to overestimate your expenses and underestimate your income.
- Budget for unexpected expenses.
- Entrance to your fundraising event (if it is a large-scale event) should be designed to cover your expenses, but should always fall into what your target audience can easily afford.
- Always start with an initial budget. This means including everything you will want and need for the event, no matter the cost. Then highlight the absolute must-haves. Once you are sure that your income will cover these musts, you can begin to incorporate the optional items into your budget.
- While entrance will help cover the expenses, it's unlikely that it will be enough. Look into some other income streams for your event, such as auctions and sponsors.
- Make sure that your expenses don't exceed the amount you are trying to raise!

## Buy directly from the supplier:

Send an email to [info@vanloveren.co.za](mailto:info@vanloveren.co.za) with the subject "Wine for a rhino: ordering wine for a tasting fundraiser", and explain your fundraiser and the request.

# Checklist



## DINNER PARTY CHECKLIST:

### EXPENSES

- Rhino Run Wine
- Food
- Snacks
- Decor

## LARGE-SCALE EVENT CHECKLIST:

### EXPENSES

- Venue
- Invitations
- Advertising and marketing
- Miscellaneous printing
- Royal Rhino wine
- Food
- Decor
- Speaker/Presenter
- Supplies & materials
- Crockery & cutlery
- Other

### INCOME

- Entrance fee
- Sponsorships
- Auctions