



Dear Supporter,

Thank you so much for your interest in hosting an event to raise funds for Ronald McDonald House Bristol! You will find attached an event registration form. Please can you complete this and send it back to us as soon as possible with a passport sized photo of yourself so that we can send you an official Ronald McDonald House Bristol collector's badge.

I have outlined below some of the things that it might be useful to consider when organising a fundraising event. First of all you need to sit down and figure out what type of event you would like to do or host. Think about the people that you will need to help with your fundraiser and don't forget, give yourself enough time to plan your event!

Think about these things:

- What is your budget?
- How many volunteers will be needed?
- Will you make materials, buy them or use donated goods?
- Will you be selling tickets?
- Will you be getting sponsored?
- What equipment will you need?

You need to establish your event goals.

Make a list of all the tasks that need to take place before the event and divide them by who is taking on each role. Make a timetable and record when certain tasks need to be completed by. It is important to consider any risk involved in the event. Most venues will provide a risk assessment but if not contact us for further information.

Ensure that you are fully supported.

Don't forget that the team at RMH Bristol are here to support you whenever you need it. We can give you information on charity laws and regulations or even suggest local suppliers. You may also need help from volunteers; ask everyone you know for help. You'll be surprised at what a fantastic result you will receive!

You may also ask your employer or a local business to match what you raise; this is called a matched giving scheme. It is worth enquiring about as it may help double your money.

Get your event noticed.

You can draft a press release and send it to your local papers or radio station. Our press release template is available for download on our website or you can request a copy to be sent to you. ***Please send us a copy of your press release before you give it to the press for our records.***

We can send you branded event posters, sponsorship forms, balloons, collection buckets and other fundraising materials. Just give a call or fill in what you need on the event registration form. If you need to use our logo on your own materials please obtain our permission first.

Make the most out your donations.

Gift Aid is a really simple and effective way to raise much needed funds for RMH Bristol. The charity receives an extra 25 pence per pound and all you have to do is ask the donor permission to reclaim some of the tax they have paid to HM Revenue and Customs. Contact us to find out how to utilise this little gold mine and to get the correct forms to claim.

Appreciate your donors and volunteers.

It is a really good idea to send thanks to people that have had a major impact on the event after it has taken place. During the event there may be time to say a special thanks to everyone that took part or made a big donation but it is still really good to thank people after the event.

It is a nice idea to let people know how much you have raised and what the money is going to be spent on. Personal letters and certificates make people feel appreciated so if you can it is a good idea to send some out after the event. So, remember to send us your Event Registration form back with a passport sized photo and let us know any thing else we can do to help. Good Luck with your event!

Kindest Regards

A handwritten signature in black ink, appearing to read 'Hanna Sturman', with a long horizontal flourish extending to the right.

Hanna Sturman
Fundraising and Events Coordinator



Things to think about when planning a fundraising event...

Before the Event

- Have a checklist and be prepared!
- If you want a member of our team to attend your event let us know and make sure you give us enough notice.
- Make sure security is in place along with first aid and inform all staff and volunteers.
- Think about what will happen after the event ie: who will clean up?

After the Event

- Send all your sponsorship forms, cheques and direct debit forms to the house.
- Thank the local community and let everyone know how much you raised.
- Send Thank You's to every one that made the event happen – who knows they might want to support you again!

Evaluate the Event

- What worked well?
- What could have been done to add value?
- How could you improve it next time?



BRISTOL

Event Registration Form

Thank you very much for your commitment to supporting Ronald McDonald House Bristol. Please complete this form and return it to us as soon as possible along with a passport sized photograph for your official Ronald McDonald House Bristol identity card. Sponsorship forms and press release templates are available to download from our website.

Name:.....

Address:.....

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.....Postcode:.....

Phone No:.....Mobile:.....

Email:.....

Please give a brief description of your event:

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Planned date of event:.....

Amount of collection boxes required (if any).....

Amount of posters required (if any).....

Amount of House information leaflets required (if any).....

Press Release Template required Y or N

Sponsorship Forms required Y or N

T-shirt / Running vest S / M / L / XL

Please give a brief description of any additional materials required

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Signed:.....Date:.....

Thank You

RMH recommends that persons undertaking events take out appropriate personal accident and public liability insurance as RMH cannot accept responsibility for claims, of whatever nature, that may arise from an event outside its control.