

Holding a Charity Event



Keeping Families
Together

- 1. Venue** Finding the perfect venue should be first on your list. Have a good think about budget, ticket costs and a venue that will entice your guests!
- 2. Timing** Make sure your event won't clash with any major events that may mean guests cannot attend.
- 3. Ideas** What can you do to entice supporters? Will the event have a theme, live music, interesting entertainment?
- 4. Contact** Be sure to contact local businesses to see if they can support your event financially or with donations. Don't be afraid to ask, as your event is for charity, you might be able to get things like entertainment, suppliers, decorations or even the venue at a reduced cost or even for free!
- 5. Licences** It's important to cheque if you require any licences to keep your event legal. For example, selling alcohol and playing music both require a licence but your venue might have these.
- 6. Matched Giving** Ask your team of helpers if they work for a company that offers matched giving and encourage them to apply if they do.
- 7. Inspire** At the event it's important to maximise you're your income by inspiring your guests with some words about what we do and what we mean to you. Make sure to make use of our fundraising materials to help you encourage donations and make sure everyone knows who you're fundraising for.
- 8. Fundraise** What other ways could you fundraise at the event? Will you charge for tickets? Will there be additional paid for activities like games or competitions? Could you hold a raffle or auction? Make sure to check out our website for templates for games and other fundraising ideas and info.

Good luck with your event!!

And remember we're here for you every step of the way.