

Organising an event

Organising an event is a great way to raise funds, and with a little planning you can have a fantastic time as well!

1. The Idea

Decide who you want to target and what sort of event they would enjoy.

2. The Team

Don't try to do everything yourself – get some friends on board and draw up a list of jobs they can do.

3. The Time

Think about whether your event would be better on the weekend, in the school holidays, or on a weekday evening. This depends on who you are inviting and the nature of the event.

4. The Place

You need to think about a venue, such as a church hall, a friend's garden, or your local pub. Try to get the venue donated to ensure plenty of profit. A few points to consider are:

- Is there parking or public transport?
- Is there disabled access?
- Are there toilets?
- Is the venue insured?
- Do you need a kitchen?

Hint: Try to get agreements in writing to avoid any complications later.

5. The budget

You need to check that your event will make money. List all your expenses (refreshments, equipment hire, posters) and balance this against your expected income (ticket sales, raffle, donations). Try to reduce your expenses as much as possible

6. The publicity

You need to make sure that everyone knows about your event! Get your friends and family to tell everyone they know about it or send out an email to your work colleagues. You can put up posters or send invitations.

7. At the event

Make sure you have enough helpers to run the event and clean up afterwards. Remember to have a cash float if you are selling tickets or refreshments. Mingle with everyone and explain why you are doing this – they may have ideas or contact to help you. But most of all...enjoy yourself!