



Organising a Fundraising Event

We are delighted that you have chosen The Magdalene Group as the benefactor of your fundraising event. We appreciate that event planning and organising can be daunting – but we are here to give you a helping hand with valuable tips and guidelines for the success of your event.

Getting Started

Firstly, let us know about your fundraising idea:

E-mail: ceo@magdalenegroup.org
Telephone: 01603 610256

Once approved, we will provide you with a signed letter of authorisation from The Magdalene Group. This will help you in obtaining competitive rates on venue hire and purchasing supplies etc.

We will give you permission to use our logo. (Although restrictions do apply) We can advise you on the wording for your flyers/ invitations.

We will support your event with publicity by adding it to our website, Facebook and Twitter pages.

We can also supply you with publicity materials which include flyers, posters and collection boxes.

We have provided a list of top tips. If you have a query about anything, please contact us.

Finally, if you have any worries at all – contact us!

We want your event to be a big success and we want you to have fun whilst fundraising!

Top Tips

Make it easy and simple – tombolas, raffles and collection tins at an event can make a big difference to the total amount of money raised.

Do plan your budget and stick to it!

Try and keep costs as low as possible, you will be surprised at the number of businesses and individuals that will offer things for free – just ask.

Do make sure that you are fundraising legally and safely!

We can send you a copy of guidelines, if you have any concerns.

Make sure everyone involved in organising the event has a clearly defined role, you could go one step further and give badges with job titles and remember everyone should be working to a deadline date.

Make sure that everyone who has helped gets a big thank you and make sure to tell them how much has been raised. We like to make a list of people as we go along, so no-one gets left out.

Choosing a Suitable Date

You are embarking on a fundraising event and all your hard work will be much appreciated.

It's important for you to remember your own personal commitments and be realistic about the time you can put in to make it the success - you want it to be.

Choose the date carefully, giving yourself enough time to organise and publicise your event and try not to clash with other events... for example: a darts evening in the pub, football matches, The X Factor finals or other fundraising events in your area.

Event Plan

Write up an event plan and be sure to give a copy to everyone who will be involved.
Communication is the key to success!

Your event plan should have the names of everyone who is helping, dates and agreed responsibilities including deadline dates.

Choosing a Suitable Venue

If you are organising something outside your home, have a good look around and make enquiries. You might be surprised at the low cost of hiring a village hall and all the facilities that might be included, or popping into the local pub or restaurant – remember they will gain additional custom with your event and potentially introducing their venue to new faces. *Select a suitable venue and book well in advance.*

If the event is not in your home - Make sure that venue staff know what your event is, explain what The Magdalene Group does and see if they might help in other ways i.e. supplying equipment, advertising etc.

Please consider access for people with mobility problems.

Confirm your reservation nearer the time to avoid double bookings.

Make sure your venue has the required license and insurance.

Before your event starts you are obliged by law to inform/announce to everyone the location of fire exits and toilets.

If you're being very brave and it's a big event - have a copy of the venue's *Health and Safety Policy* and the *Fire Evacuation Plan*.

Miscellaneous – But Important

Risk Assessment

Firstly, check your event is safe by doing a risk assessment.

The Magdalene Group cannot be held responsible.

Always remember to ensure that there is a minimum of two responsible adults at events for under 18s. Quite obviously, more responsible adults would be needed to supervise larger events.

Equipment

If you are planning on using equipment at your event—anything from P.A. systems to coffee pots, make sure that people are given proper instructions on how to use the items safely.

Cash

Before your event, make sure you have a cash float which consists of multi denomination coins/notes. Make arrangements to store cash securely during the event and it is recommended that two people are present when counting money.

Never leave cash unattended.

Personal belongings

It is suggested that any event volunteers should bring only the minimum of personal belongings as The Magdalene Group cannot be held responsible for people's property being lost, stolen or damaged.

First aid

The Magdalene Group would recommend that you do have a First Aid Kit and do put someone in charge of First Aid. Once again, if your event is big, Saint John's Ambulance will attend upon request.

Food

Food Safety Laws do apply if you are selling food at your event. We highly recommend that you clearly state that you cannot guarantee that food served is nut/nut derivative free and/or other potential food allergies.

Clothing

If your event is outdoors, make sure the people taking part in the event are notified on wearing the right clothes for outdoor conditions i.e. high visibility clothing, bicycle hats, rainwear, sun hat, wellies etc. If it's indoors, you only need to notify on dress code if its fancy dress!

Alcohol

Quite an obvious one – DO NOT serve alcohol to under 18's.

If you are intending to sell alcohol, be sure to ask about the license at the venue. If a license is required – allow adequate time for its issue. Alternatively you could hold your event on licensed premises.

Under 18's - Fundraisers

If you are under 18 you should always involve a responsible adult in your planning and ask your parents/guardians' permission.

All the above Top Tips are relevant to your fundraising event, but we must emphasise:

NEVER approach strangers for support

NEVER go knocking on doors

NEVER collect on the street

Try to work in groups - it's more fun and it's safer.

Fundraising events at school are great fun and highly effective, but make sure you get permission from the Head of the school first!