

Tips for running your Safeline fundraising event

1. Get people on-board

Find a group of people who have the time to help you and delegate some rolls. Someone to find a venue, someone to take care of the money raised, someone on catering etc.

2. What's going to happen?

What's your event? Plan out an itinerary of your event and make sure everyone involved in the organisation has a copy.

3. Save the date.

Plan your event well in advance, to allow you plenty of time to organise yourself and others as well as ensuring as many people are able to attend as possible.

4. Tell us about your event.

We'd love to hear about your fundraising event and ideas. Use the contact form below to give us details about your ideas and we'll get in touch to see if we can help.

5. Be organised.

Write yourself a list of all the jobs you need to do in preparation for your event. Tick them off as you go along.

6. Find a venue.

Find somewhere central and that's easy to find. There are bonus points for picking a venue that is accessible by public transport. Find out how many people the venue can legally hold and make sure that your list of attendees fits in with this.

7. What about furniture?

Does the venue have the appropriate furniture? Find out in advance as you may need to use your charm to borrow furniture from either other venues or friends and family.

8. Will people want refreshments?

Are you having a bar? If so, find out if you need to arrange a licence. Are you having catering? Decide now and book if necessary or ensure that the venue has the required facilities. Ask someone, such as a bar, to sponsor free soft drinks.

Refreshments can provide another opportunity for you to raise even more money so consider the cost to you and then find out how much you can reasonably charge to make a bit more cash!

9. Issue tickets.

If in doubt, make up some tickets. They don't have to be snazzy but if you number them and keep track of who is attending and how many you have sold then you will be much better prepared on the day of your event. It will also mean that you can use that classic line "hurry, tickets are limited and selling fast".

10. Keep track of your spending

Keep an accurate record of how much you are spending as you go along. This will also give you an idea of how much you need to raise on the day.

11. How will people know about your event?

Design posters, tickets etc. Perhaps the local printer can run them off for you at a discount (or free!) as it's for charity? Remember to include your phone number or email address for information. Social media is a powerful advertising tool. Post tweets and updates in the run up to your event. Perhaps create an event page on Facebook and ask friends and family to share it. Contact the local newspapers and radio stations and ask them to publicise the event for you.

12. Use a bucket for donations

During your event, have a few people standing around with buckets to get some extra cash on the day. Buckets are better for keeping money safe and encourage people to give big!

13. Incentives and prizes

Contact local companies: restaurants, shops, bars and leisure centres asking for donations and prizes. You'll be surprised at what people are willing to give. To add an extra incentive for donating vouchers and prizes you can ask these companies if they'd like to sponsor your event.

14. Confirm bookings

A few days before the event, telephone the venue, the caterers, the entertainment etc. to confirm the booking and to clarify the venue details etc. You don't want to turn up only to realise you've been double booked!

15. Enjoy yourself!

Take plenty of photos or task someone to do this as you'll be busy.

We'd love to see any images of your event and find out how well it went so please get in touch with us to share your success with Safeline!

16. After the event.

Send thank you letters to all who donated prizes/time etc. Perhaps contact the local papers again letting them know how much you raised. Collect all the money, pay the appropriate people and send the remaining funds to Safeline using BT MyDonate or send us a cheque to:

Safeline
6a New Street,
Warwick,
Warwickshire,
CV34 4RX

Thank you! Your support means a lot to us and makes such a difference. Good luck and we look forward to hearing from you!