

We would love to hear from you if you are considering fundraising for UCARE and we hope that you will find this event checklist useful in planning your event. We realise not all events require the same organisation but these are just some questions you may need to ask to ensure your fundraising goes smoothly, and minimise any risks. It's all common sense really. Above all, have fun!

Please do contact UCARE if you need any further advice about your risk assessment and help 01865 767777.

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## **Planning**

- 🍷 Timing of the event – check it doesn't clash with any other similar event
    - Who can help organise the event – should you form an organising committee
  - 🍷 Budget – how much do you hope to raise and what will it cost?
  - 🍷 Administration – keep accurate records of what's spent etc.
  - 🍷 Timeframe – set yourself targets of what you hope to achieve
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## **Volunteer involvement**

- 🍷 Who will take overall responsibility
  - 🍷 How much organisation will it require
  - 🍷 Do we need volunteers? How many
  - 🍷 Do they know what's required
  - 🍷 Brief them on UCARE so they can act as ambassadors for the charity
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## **Venue**

- 🍷 Capacity – will you be able to fill it
  - 🍷 Availability – check dates and timings well in advance
  - 🍷 Facilities – are there enough seats and tables etc
  - 🍷 Disabled Access – is there any, do they have disabled toilet facilities
  - 🍷 Catering – check venue health and safety guidelines
  - 🍷 Deposit – is one required and is it refundable/ do they offer a charity discount
  - 🍷 Does the venue have Public Liability insurance
  - 🍷 Cloakroom – is there one, how much is it, can the proceeds be donated
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## **Equipment**

- 🍷 What do you require – sound system/TV/projector
  - 🍷 Can you bring your own or do you have to hire theirs
  - 🍷 Do you know how to operate it?
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## Marketing/Publicity

- 🍷 Do you need posters and flyers etc.
- 🍷 Can they be produced for free
- 🍷 If you've used UCARE logos, have you shown it to us for approval
- 🍷 What contacts do you have in media or PR – can you get media coverage
- 🍷 Who will you target for the event
- 🍷 Ask UCARE for some of their leaflets to have at the event
- 🍷 Can we help and put your event on our web site

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## Licenses and permission required

- 🍷 Do you need a license for selling alcohol or food
- 🍷 Do you need a local authority collection license
- 🍷 Let us know if you are planning a collection – some collections need permission if it's planned on public grounds
- 🍷 Do you need to inform local council of your event
- 🍷 Raffles – small raffles can be held as part of a larger event however, tickets must be sold and the announcement made to winners during the event and no more than £500 can be spent on buying prizes [no cash prizes]

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## Additional Extras

- 🍷 What's the contingency plan if it something goes wrong i.e. the weather!!
- 🍷 Is there somewhere safe to keep the money at the event
- 🍷 Do you need ID badges or T-shirts for the Event
- 🍷 Do you need a First Aider – you could contact St John Ambulance
- 🍷 Do you have proper plans for the safety of participants
- 🍷 If you are using a public place, do you need to inform the local police
- 🍷 Ensure that the event is adequately supervised
- 🍷 Do you need marshals along the route
- 🍷 Consider your sponsors – if they give you their contact details, don't share them or keep any longer than you have to and consider how you throw sponsorship forms away – this is part of data protection
- 🍷 Consider what insurance you might need – UCARE cannot accept any responsibility for your event nor for any one who participates in it.
- 🍷 Food hygiene – this is very important if you are handling or selling food. Send your supporters home with a memory of the charity event and not one of an upset tummy! Further information can be found <http://www.food.gov.uk> : <http://www.eatwell.gov.uk/keepingfoodsaf>
- 🍷 Above all – don't be put off .....