



Community Fundraiser Guide: How to throw a Ball, Gala Dinner or a Party

CHECKLIST

o **Venue and Location**

- Are you hiring a venue, or holding the party in your home? Enquire to the venue you are interested in about your **selected date/s, venue capacity, and type of event. Also consider how many hours long you want the event to be.** Take care that you don't have more people RSVPing than the venue allows for, and never exceed the limit on the night!

- If you would like a **sound system** at your event, ask the venue if they have one for your use, consider hiring your own, or you can also ask friends and family!

- Does your event have an **age limit**? Different rules apply for hired venues with under 18s, and you will need to confirm this with the venue.

- Remember to send us any photos you have, and to request a photo consent form at fundraising@haemophilia.org.uk

o **Promote your Event.** Now you have chosen your venue and event, and any themes you may want to include, you can start to advertise!

- **Fundraising Pack:** We have materials that you can order to promote your event, including posters with space to write your event title and information, donation boxes, leaflets, T-shirts and wristbands. Get in touch! <https://haemophilia.org.uk/get-involved/fundraising/organise-your-own-event/> Or email fundraising@haemophilia.org.uk

- **Social Media:** Don't forget to share your event on Social Media! Pick a photo and post this tag line along with the details of your event:

I'm a Community Fundraiser for The Haemophilia Society! #Haemophilia #BleedingDisorders #OurFamily
Twitter: @HaemoSocUK

- **Local Media:** Promote your event by contacting the local newspapers, your local church, or put up a poster in your local café.

- **Online Fundraising Pages:** Boost your amount raised and advertise further by setting up an online fundraising page at JustGiving or [Virgin Money Giving](#). Remember to add your target, your reasons for fundraising for us, and any photos! Some guests will probably be unable to attend on the day of your event, and being able to donate will help them still feel included!



For everyone affected by a genetic bleeding disorder

President: Baroness Meacher Registered charity no. 288260. Charity Registered in Scotland No SC039732.

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○ **On the Night**

- Check that the fire exits are clear and easily accessible and pointed out if necessary. Check the same for the toilets.
- Check that there are no foreseeable safety hazards such as loose cables on the floor, spilled beverages, drinks near wires, etc.
- Check that your sound systems are all working great!
- If your event is very big, you may need to check that you can communicate with others helping you with your event. Make sure that you've briefed them beforehand in case of any problems.
- Make sure that all monetary items (cash boxes, receipt books, float, Gift Aid forms) are in a secure place and accounted for. Provide a gift aid form next to any of your donation pots so that when your guests donate, any tax-payers can also write in their details and add an extra 25p to their donation, at no additional cost to them!
- Take photos and have an amazing time!

○ **After the event**

- Ensure that the money you have raised for us is counted carefully and with witnesses, recorded and donated to us as soon as possible after the event!
Please also email fundraising@haemophilia.org.uk just to confirm this with us and to let us know how your event went, so that we can thank you! We are always delighted to hear from our fabulous Community Fundraisers. Don't forget to send us your wonderful photos!

- **Paying in your money:** You can pay in your fundraiser money at the bank (Please email fundraising@haemophilia.org.uk for payment info), over the phone on **020 7939 0780**, and by post via cheques made payable to:

The Haemophilia Society
Willcox House
140-148 Borough High Street
London
SE1 1LB

If you would like to pay cash in via your local bank, then please contact us at fundraising@haemophilia.org.uk and we will provide you with a reference for payment, and the necessary bank details.

Legalities

1. **Venue.** Health and safety. Don't exceed maximum venue capacity. Check with the venue whether they have insurance which covers your event - you may need to apply for public liability insurance.
2. **Risk Assessment.** Does the venue require you to complete a risk assessment before the event? Ask them to advise you on this.

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3. If your event is on private property (which is not your own), you will need the appropriate permissions, and if in a public place, you should contact either the local council or the police, as you may require a permit.
4. Food Hygiene – If you are providing food as part of your event, such as a gala dinner, then be sure to check for any dietary restrictions, and see good hygiene practices and search ‘Providing food at community and charity events’ at www.food.gov.uk
5. Does your event require adequate parking and vehicle access, and if away from other amenities, are the emergency services easily available if required?
6. Follow all the advice of establishments you are using, the local council and the police, as stated on their websites/correspondence with you.
7. Under 18s cannot be served alcohol.
8. If you are sending us photos of your fabulous event, make sure that the person or people in the photographs have signed a consent form (just ask us for one! There is also a form for parents or guardians to sign for children having their photographs taken.)
9. If you have games at your party/gala dinner, such as a raffle or an auction, then be aware that you need to check with the local council depending on where the event is being held, as you may require a licence. (Collections on private property do not, but you will need permission from the property owner.)

Tips!

- Leave a Gift Aid form next to donation boxes to add an extra 25p onto the donations of tax-payers, at no extra cost to them!
- Make it educational, so that your guests leave knowing more about genetic bleeding disorders and can educate others! You could provide some leaflets on the night, or give a short introductory talk explaining our work as a charity.
- If you are asked questions which you do not know the answers to, please direct the individual to our website!
- Take care of yourself at a long event, and make sure to sit down and take breaks if you are tired, and drink water if dehydrated.
- If people do not want to donate, don’t pressure them. The event is about having fun, raising awareness and accepting donations.

Don’t forget to get in touch to let us know all about your event, at fundraising@haemophilia.org.uk We would be delighted to help you on your journey as a Community Fundraiser for **The Haemophilia Society!**

If you have run a fun event and feel a similar event would be of interest to our members, then you can suggest new events for The Haemophilia Society at events@haemophilia.org.uk

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