



# Fundraising Made Easy

You've got the power to change lives, so the least we can do is give you some tips!

## FIND THE IDEAL EVENT SPACE

Think carefully about the sort of space you'll need. Indoor or outdoor? Big or small? What facilities do you need? And don't forget to tell the venue it's for charity – you may get a reduced rate for the space.

## SPREAD THE WORD

Tell people why you're doing your event. Your personal reasons will really help motivate your supporters. Facebook and Twitter are ideal for inviting and updating people. If possible, write a blog about your progress. It doesn't have to be a masterpiece; it just keeps your supporters involved.

## SET YOUR TARGET

Once you've set your fundraising goal, tell everyone! Seeing how you're progressing helps inspire people to give generously.

## TIME IS OF THE ESSENCE

Before you set the date, make sure you've given yourself plenty of time to get everything organised and for people to get it in their diaries. Pick a date that's easy for people, like the weekend – or a Friday, if you're doing something at work.

## STAY SAFE

When holding a large or public event it is recommended that you:

- **Contact your local council** for any necessary permissions, licensing, trading standards, and health and safety issues.
- Think about **First Aid** and **Fire Safety**.
- **To make sure the event is safe for everyone** concerned consult the **Health and Safety Executive** and check the 'Five steps to a risk assessment' before hosting any event.

## BUDGETS

Make sure you cover the costs of your event, and it doesn't leave you with a deficit. If you need equipment, see if you can borrow it rather than buying things. You can also cut costs by asking local

