

# Running an event

## Thank you for offering to organise a fundraising event

Addenbrooke's is fortunate to have many supporters who fundraise. In order to ensure that your fundraising event or idea is not being duplicated by someone else or being run at the same time, please contact ACT as soon as possible so that it can be logged into the Events Diary.

### Tips to running an event

- Pick your choice of event
- Choose a venue
- Pick a date – consider the weather, public holiday dates, local events and family dates
- Set a fundraising target- Set your donation, ticket price for the event and and plan other activities such as a raffle or auction to raise more money.
- Do your costings carefully – make sure that you can cover your costs and make a profit
- Can you organise the event on your own or do you need to set up a committee?
- Contact your local shops, pubs and restaurants to donate items, prizes or display posters.
- What type of insurance does the venue carry?
- Do you need catering?
- Do you need a special licence – public entertainment, alcohol?
- Do you need to hire equipment – tables, chairs, decorations?
- Collect donations from your guests and if they are a UK taxpayer remember to ask them to Gift Aid their donation (a form can be found in this pack).
- Have fun and make it safe ! – The key to a successful event is to enjoy yourself. The happier you and your guests are the more you will make.

**Now work backwards to make sure you get everything organised in time.**

### Please tell ACT about your event

- The time and date, the location, the type of event, the number of people who might attend and details of any special or unusual activities

### Risk assessment

ACT may need to discuss the safety issues surrounding the event. This will be arranged when you contact the office.

### Send in your money

Send cheques made payable to:

**Addenbrooke's Charitable Trust (your chosen department in brackets)**

**Not sure what sort of an event to hold?** – there is an A-Z list of ideas on the following page.

**Whilst we truly appreciate the time, effort and commitment you are giving to raise extra funds for Addenbrooke's, regrettably because ACT is already committed to a comprehensive fundraising programme members of the ACT team are unlikely to become involved in your fundraising activity.**