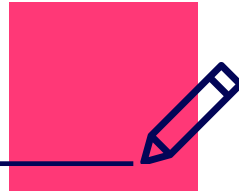




Event Essentials



THANK YOU

The money and awareness you raise through your event will help support some of the most vulnerable and marginalised people living in our society. With your support, we can transform more lives through gymnastics.

Get in touch



Please let us know what you are planning; we are here to help and can provide posters, invites, leaflets, t-shirts and more to market your event and help you to show your guests what their support will achieve.

Email our Fundraising Officer :
bridget.wood@britishgymnasticsfoundation.org

We would love to see pictures of your event.

It's best practice to tell everyone at your event that photos will be taken and used. We can supply you with a poster asking people to let you know if they do not want their photo to be used anywhere.

THINGS TO CONSIDER

Venue



Ask yourself what you will need from a venue (a bar, dance floor, seating, cooking facilities, film screen, music, toilet facilities, disabled access, maximum capacity?) and don't forget to consider the weather! You could hold the event in your own home, your local community centre or ask your local pub to provide a free venue in return for use of their bar.

Getting people to your event

Invite early – give your guests as much notice as you can and you are more likely to get a full house.

Think about how you will invite them – how do your prospective guests usually communicate with you? We can supply you with paper invites to send or hand out, or go online - email or share your invite on social media.



A pub quiz could raise £200!

Add some extra fun rules: Each team is allowed to purchase one answer for a price and /or enforce a fine for *questioning the quiz master.*

Think BIG



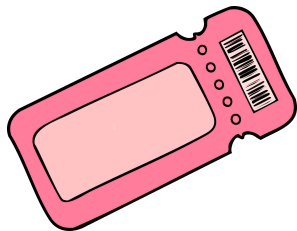
If your event is large and you're looking for your local community to join you, distribute posters and leaflets six weeks before your event.

Ask permission at local schools, your local library, shops and workplaces. Don't forget to send us your event information – we can help you share the details on social media or write a press release.

Bigger events can mean more fun and greater profits – why not team up with friends or family to organise an event?

The sky is the limit!

Include a Raffle



A simple raffle can really add to the funds! To make sure you keep it legal, please look at the up to date rules and regulations here:

gamblingcommission.gov.uk

For simplicity, you won't need a licence if:

- you only sell raffle tickets on the day of your event
- all proceeds are donated to British Gymnastics Foundation
- the winning ticket is drawn at the event
- You don't spend more than £100 on the costs of the raffle

Keeping Costs Down

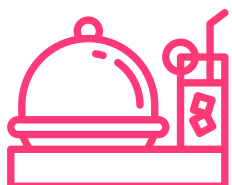
Ask for discounts or freebies - we can supply you with an official letter to support requests for donations of raffle prizes or for food and drink to sell/offer guests as part of a ticket price.

Put a realistic price on your entrance tickets. People understand there are costs to cover and that it is for a good cause.



Ask a local business to match your fundraising £ for £. Promote the business on your posters in return!

Food, Drink and Entertainment



You can offer alcohol at your event free of charge and there is no need for a licence. However, you cannot sell any alcoholic products unless you have a temporary licence. Contact your local council to find out how to get one.

To ensure any food you serve meets the food hygiene regulations you can check them out here: food.gov.uk

Unless you have a trading license, then you will also need to ask for 'suggested donations' rather than selling for a fixed price.

If you're having entertainment, check that the venue holds a current public entertainment licence.

The Important Stuff

Basic guidelines that you need to bear in mind when organising your fundraising activities can be found on the following websites:

- [charity-commission.gov.uk](https://www.charity-commission.gov.uk)
- [institute-of-fundraising.org.uk](https://www.institute-of-fundraising.org.uk)

Health and Safety

You need to ensure that the venue is safe for all your guests and the activities that you are planning. Please remember that you are responsible for the activity and for making sure that it is run safely and legally.

- Consider the age of people attending your event.
- Always conduct a risk assessment.
- Do you need a First Aider and First Aid kit available?

The British Gymnastics Foundation cannot accept any liability or responsibility for anything that might happen to people or property because of your fundraising activity.

Don't forget that we're here to help! Please get in touch with us to let us know what you have planned so that we can support you every step of the way.

theteam@britishgymnasticsfoundation.org

Thank you

