

HOW TO ORGANISE... A CHARITY NIGHT

INTRODUCTION

Organising a Charity Night is a great way to get lots of family, friends and colleagues together for a fun time in addition to raising vital funds for the Cystic Fibrosis Trust. It's an ideal event to organise as your first venture into fundraising or if you want to build up to organising a ball in future years.

VENUE AND DATE

The key to a good venue is somewhere with plenty of space for your guests, easy to get to, ample parking and somewhere that won't blow the budget! Some places, like Working Men's Clubs, Sports & Social Clubs or a room in a pub or hotel may not charge you a room hire fee as they will make money from the bar takings. This is a great option. You may also want to ask if they can provide food or if they have facilities for you to bring in outside catering.

You can decorate the room on the day with Cystic Fibrosis Trust banners, balloons and posters and ask to put collection tins on the bars too.

When booking a date, consider staying away from school and bank holidays as people may be on holiday or have prior commitments. Also, give yourself at least three months to organise the event and sell the tickets. As soon as you have a date, spread the word to everyone to put it in their diary!

ENTERTAINMENT

People who attend charity nights expect a fun night with great entertainment. A band/disco is essential so it's important that you choose the right one for your audience. If you are booking a band, you should go and see them play first to make sure they are what you are looking for. You could have a theme to the charity night and ask people to come in fancy dress – such as 60s, 70s or 80s, black and white, famous people or pop stars, which will add to the fun atmosphere.



FOOD

You don't necessarily have to provide food at a charity night. If you decide that you would like to, keep it simple with something like pie and peas, jacket potatoes and toppings or a buffet.

GUESTS, MARKETING AND TICKET PRICE

Produce tickets; your Regional Fundraising Manager (RFM) can help you with this, and take them with you to work, and when visiting friends and family. Ask everyone who buys a ticket if they will take a further ten to sell on to their friends.

www.cftrust.org.uk

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*Patron: HRH Princess Alexandra, the Hon. Lady Ogilvy, KG, GCVO
Cystic Fibrosis Trust registered as a charity in England and Wales (1079049) and in Scotland (SC040196)
A company limited by guarantee registered in England and Wales number 3880213
Registered office: 11 London Road Bromley Kent BR1 1BY*

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If you would like to open the doors to the public, promote your event by:

- Ringing or writing to your local newspaper to see if they will write an article about your event or put it in their 'what's on' section.
- Contacting your RFM and ask them to add it to our Events Diary on the CF Trust website.
- Producing a poster (your RFM can help you with this) and putting it up in the local area.

Make sure that you cover the cost of putting on the event in your ticket price, as well as adding a few pounds so that you have raised some money before the day of the event. If you don't have any food or venue hire costs, your ticket price could be as little as £5 or £10 to cover the entertainment costs, however if you are offering food and covering venue and entertainment costs, take this into consideration when pricing the ticket. Ensure you don't out price your guests and keep it at a price people can afford and are willing to spend.

VOLUNTEERS

To support you on the night, ask friends in advance if they will help with taking tickets and money on the door, selling raffle tickets, serving food, organising the auction (if you have one) and tidying up at the end of the night!

FUNDRAISING IDEAS ON NIGHT

Raffle – When selling your Charity Night tickets, you could ask if anyone would like to donate a prize for a raffle on the night. Buy cloakroom tickets and sell them on the night for £1 a strip.

Auction – If you know any individuals or organisations who can donate auction prizes suitable for the audience, this could be a good idea to boost the funds. A maximum of three to five items is recommended as people may lose interest after that.

Roll the coin - See if anyone can donate a good quality bottle of spirit (such as whisky) and place it in the centre of an empty dance floor. One at a time, people come up and roll a £1 coin to the bottle. Collect up the coins as they are rolled and mark with a piece of chalk on the floor who is the closest person, noting their name. After everyone has emptied their pockets of £1 coins; present the bottle to the person who was the closest at the end.

Karaoke – You may want to have a karaoke competition where your guests either pay to take part or pay £5-£10 to make someone else take part and choose a song for them!

Bingo – Sell bingo tickets for £1 each and add up how much has been collected. Up to half of this amount can go in the prize fund and the rest to your fundraising total, e.g. If you have £100, you can have £10 for a line, £30 for a full house and then £60 to the CF Trust.

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