

# HOW TO ORGANISE...

## A CASINO NIGHT

### THINGS TO THINK ABOUT BEFORE YOU START

- Venue – a school hall is ideal – not too big to lose the atmosphere, but with a capacity of around 150 people, or maybe your local pub. You require space for tables with seating and room to get up and comfortably move around, plus the gaming tables. The venue will add to the atmosphere – do you plan to have a disco after the event?
- Do you want the evening themed? James Bond, 1920s etc
- How are you going to feed people? You could arrange for a fish & chip shop to deliver halfway through the evening – minimum preparation and minimum clearing up. You can offer a limited choice, fish, sausage or vege-burger for example, but charge everyone the same or you could ask people to bring picnics. If you decide to provide food please be aware of rules and regulations outlined by the Food Standards Agency.
- Decide on the ticket price – this should cover all expenses such as food, hall hire and hire of gaming tables. Try to aim for a minimum of £10 per person.
- Does the venue hold a liquor licence? If not, a temporary licence can be obtained from your local magistrates court, or you could operate a 'bring your own' policy. Your local pub may do a mobile bar, but there will be cost implications for this.
- Book the gaming tables – this should be done at least four months in advance. Check your local yellow pages for entertainment companies running casino nights. These organisations will set up the tables and explain how to run the event. They can provide staff to run the betting, but it is cheaper to provide your own and not difficult. The biggest decision is what tables to have, but the company will be able to advise you.
- At no point is real money involved in the gaming. Participants are given chips as part of the ticket price, but they can buy more if they run out. Participants are playing for prizes which you will need to organise prior to the event. Once everyone has cashed in their chips, first prize is given to the person who won the most at the tables (then second and third if you have enough prizes). This way all money raised from sales of the chips goes towards the profit.
- Are you going to have a raffle? If so, source prizes as early as possible. You usually have more luck using personal contacts rather than 'cold mailing'. If you have a really good first prize, consider getting a licence from your RFM to sell the tickets prior to the event. You would then need to get tickets printed and ask friends and supporters to sell them for you.



### PREPARATION BEFORE THE EVENT

- Produce a flyer – include details of the event – date, time, venue and what's included in the price. Have a tear off slip at the bottom for booking tickets and requesting type of food. Advertise an arrival time at least half an hour before the event is due to begin – leave space for the stragglers.
- Contact your local press to promote the event.
- Contact your RFM to advertise the event on their web page and in future CF Trust publications.

[www.cftrust.org.uk](http://www.cftrust.org.uk)

11 London Road Bromley Kent BR1 1BY Tel: 020 8464 7211 Fax: 020 8313 0472 [events@cftrust.org.uk](mailto:events@cftrust.org.uk)

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)

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- Produce tickets for the event – entry by ticket only means you will know exactly how much food is required. Contact your RFM for the CF Trust logo and charity number.
- Book the food – include extra, just in case.
- Produce a programme for the evening. Some people will need guidance as to how the evening will run, what to expect, when food is being served etc
- Produce table numbers and a rough plan of the room – it is always easier if you give groups somewhere to sit.
- Ask friends to help: on the door, selling raffle tickets, exchanging money or even managing the gaming tables etc – you will be far too busy making sure that everyone is having a good time to manage everything alone!

## ON THE DAY

- Arrive early to set up and to greet the people who are running the casino tables.
- Ensure there is plenty of room for people to move around.
- Put table numbers on each of the table along with programmes.
- Make sure the room, toilets etc are well signed from the car park
- Decide who is making the announcements and decide what is being announced i.e. why the event is happening, housekeeping rules, running order of the evening etc.
- If you are using a PA system, do a sound check so you know how the equipment works
- Be prepared for people arriving early; if you're prepared you won't panic and you will enjoy the evening.
- Ensure everyone who is helping to run the event knows what they are doing and who is the main co-ordinator.
- Ensure the cash handling procedure puts no one at risk.

## AFTER THE EVENT

- Pay the bills to the people running the tables, venue, food supplier etc.
- Write to all those who supported the evening with prizes or donations to thank them and let them know how much was raised.
- Thank all the helpers.
- Contact the local press and let them know how it went, send photos if they're appropriate.
- Bank the money.
- Book similar event for next year!



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