

# HOW TO ORGANISE A FUN DAY



saving the lives  
of people with  
blood cancer

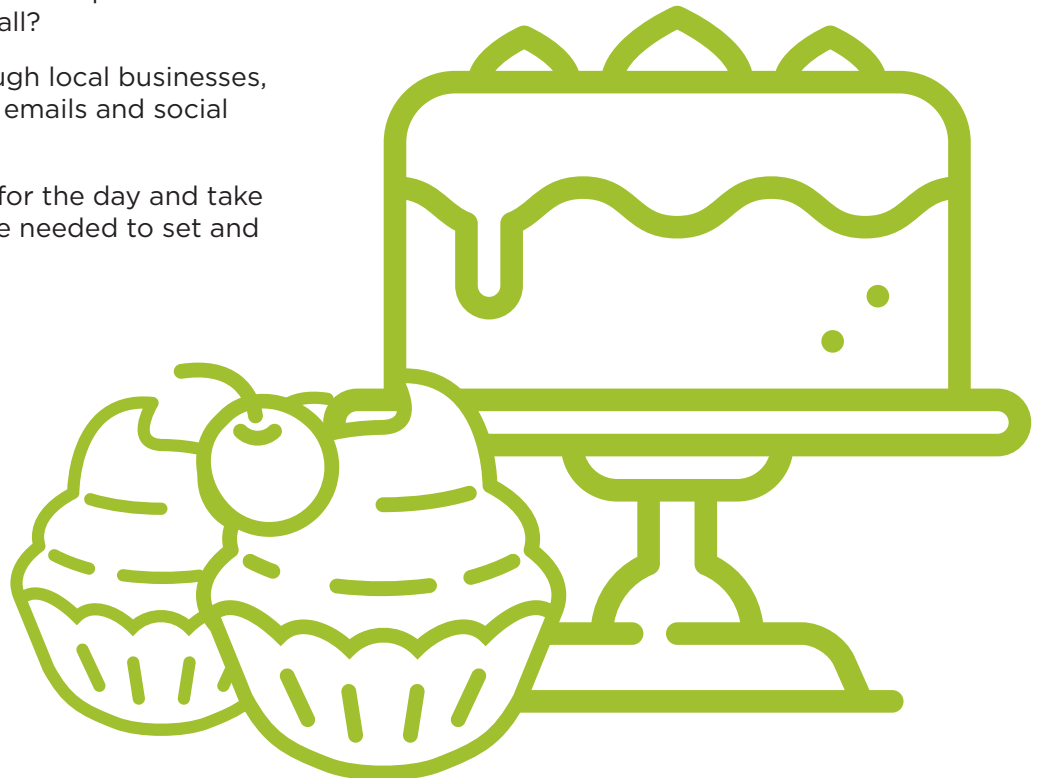
**What better way to raise vital funds than getting the community together and organising a charity fun day!**

## PLANNING YOUR FUN DAY

- Choose a date that doesn't clash with other things happening in your local community or big sporting events. Summertime is better for an outdoor fun day but have a contingency in place in case it rains!
- Decide where it will be held and book it well in advance. Remember, if you need to pay for it, you might be able to get a charity discount by asking nicely!
- Allow yourself plenty of time to organise everything in the run up and on the day, as that will make it much more enjoyable.
- Recruit volunteers or set up a fundraising committee to help you run your event. Allocate everyone a job that they are comfortable with and which uses their skills and experience.
- Get your local community involved; do you have extra talented friends who could perform or local groups that could run a stall?
- Promote the fun day through local businesses, local press, radio, posters, emails and social media.
- Create a realistic timeline for the day and take into consideration the time needed to set and clean up.

## FUNDRAISING ON THE DAY

- **How will you raise money on the day?**  
It's a good idea to mix entertainment and fundraising so that everyone enjoys the day and goes away feeling like they've made a difference.
- Tried and tested ideas are:
  - tombolas
  - raffles
  - bake sales
  - table top sales
  - lucky dips
  - performances
  - fun day races and challenges e.g. treasure hunts, face painting, tug of war, giant garden games, pamper zones, arts and crafts areas.



## KEEPING IT SAFE AND LEGAL

- **Money, money, money!**  
Keep money locked away during the day and always have two people present when handling and counting donations. Keep a record of expenses and aim to raise at least three times what you spend!
- **Raffles and tombolas**  
It's easiest to stick to selling raffle tickets on the day, and drawing at the event to avoid needing a license. There are strict laws relating to raffles and lotteries, so be sure to check the gambling commission website first ([gamblingcommission.gov.uk](http://gamblingcommission.gov.uk))
- **Food & drink**  
Take a look at the Food Standards Agency website in advance to ensure you follow their guidance if you plan to sell food ([food.gov.uk](http://food.gov.uk)). It is good practise to accurately label any food with any ingredients that could cause an allergic reaction and check with your venue for any specific requirements.
- **Licences**  
Contact your local council well in advance to check whether you need a licence. You'll need a licence if you are providing live entertainment, selling alcohol, holding a collection in a public place, or holding a raffle and selling tickets in advance. Check with your venues first as they may already hold certain licences.
- **Insurances**  
Anthony Nolan are unable to provide insurance for any fundraising activities in aid of us so you'll need to arrange your own. Again, double check with the venue as they may already have insurance in place.
- **Health & safety**  
It is good practise to carry out a risk assessment to identify anything that could potentially go wrong and cause harm on the day, and to think of solutions and precautions you can take. More information, including a template, can be found at the Health & Safety Executive's website ([hse.gov.uk](http://hse.gov.uk)) or ask your local council for advice.

## FOLLOWING IT UP

- Count, record and bank the funds raised and get in touch with us on **0303 303 3002** to tell us about it!
- Send a quick thank you email or card to everyone who got involved and helped make the day such a success.
- Let everyone know how much was raised and send a press release along with photos to your local press.

