

We are so delighted that you would like to host an event to raise funds in aid of Cancer Support Yorkshire.

Running your own event can be both fun and challenging. We would like to help you to make it as simple as possible, and we hope you will find the following information useful.

Event Plan

- Choose an idea that you find fun and engaging. Please do tell us about it.
- Set a Fundraising target.
- Consider the cost of your event. If tickets are required, please make sure the price will give you a profit. We can help with tickets and posters if you need them.
- Set the date and book a venue, if necessary.
- Check if any special licenses, insurance, risk assessments, are required. (This is usually for large events such as a charity ball, runs, walks etc. If you're not sure please contact us.
- Prioritise the actions required to get your event up and running. Share the load by recruiting helpers if required and assigning specific tasks to all.
- If your event requires self-catering, you should first check the food standard agency advice <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>
- If you choose to do a sponsored event JustGiving pages are the easiest way for participants to collect donations. It also saves the charity time on admin. Please contact us if sponsor forms are required.
- Advertise your event, social media is a great platform for this and it's free.
- Tell others about the event and ask them to share the information.
- If your event involves a tombola or raffle, speak to your personal business and social networks requesting support, can they help? Ask family, friends, and colleagues, etc. to support with raffle prizes.
- Check if your employer provides a match funding scheme.
- Please note that we can provide you with charity leaflets, donation boxes and buckets.



Event Day

- Depending on the type of event, you may need to take some of the following actions.
- Organise your helpers into teams with specific duties, ensure that everyone knows what they are doing and are aware of the running order.
- Do a rehearsal or run through if required.
- Possible tasks. Collecting entry fees or pre-paid tickets, money from sponsor forms and donations. Remember to keep your money safe.
- Remember to take photographs. Any that you share with us for our website and social media must have the permission of everyone in the image.

Last, but not least

- Please let us know how it went and we will add an article to our website news along with your photographs.
- Sending the money raised to us. We will contact you to arrange card payments, or bank transfers.
- Money raised via Sponsorship forms must be accompanied with the form/s, JustGiving sponsorship and donations will come to us directly from them. When we have received your donation/s an acknowledgement and thanks will be sent to you.
- If you enjoyed the experience, please consider making it an annual event.

Should you need any further information or advice on any of the points we have mentioned here, please get in touch.

E: fundraising@csyorkshire.org.uk Tel: 01274 776688

GOOD LUCK!