

Planning your event



If you are planning an event, no matter how small or large it is, it is always worth putting some time into careful planning and consideration to help make it as successful as possible

- Consider ideas that are suitable for you or your group.
- Allow plenty of time for planning and organising.
- Draw up a list of jobs to be done and prioritise tasks
- If you need to recruit volunteers, plan how many you will need and put the word out to friends and family—allocate a specific job to each person.
- Make sure your idea is legal and if you need a licence, apply for this as soon as possible. If you are unsure, contact Umbrella for advice.
- Create an online donation page through BT My Donate or Virgin Money Giving.
- Publicise your event: Use social media as its free and can be shared widely. Use local pages such as 'spotted' to advertise your event. Put up posters and contact your local newspaper/radio station as they may be interested in sharing your event too.
- Look after the money raised—appoint someone to look after the money and to keep a record of the funds you have raised. Get the money into Umbrella as soon as possible or send a cheque to Umbrella.
- Thank everyone who helped