

Running your event

Factsheet 2

When?

- The timing of your event is entirely up to you, however, avoid clashes with local or national events.
- It's worthwhile checking with us the proposed date to ensure that a representative from the Linkage is available and that it doesn't clash with anything else that we have planned.

TOP TIP Pick something you enjoy doing!

Where?

- Indoors or outdoors.
- Do you need to book a venue or plan a route?
- For venues ask community centres or schools for 'deals'.
- Selecting a venue depends on how many people you're planning to invite.
- If you intend to invite a few friends round for a catch up, then your front room or back garden is the perfect place to start!
- If you are wanting to arrange a large event with numerous guests check with venue's public liability insurance and make sure it covers the owner's liability risks.



Linkage & Boultham Park
Fundraising Team

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What?

- Decide how you are going to raise money and more importantly what type of event.
- Set a budget.
- Make a list of everything you need.
- If approaching businesses for raffle prizes etc, make sure you contact us in advance and we can provide you with a letter of authority.



Who?

- Think about who you will be inviting and how you'll do it.
- Make a list of everyone you'd like to invite and ask guests to RSVP by a certain date - this will help with your planning and help you work out quantities for food, drink, raffle prizes etc.
- Don't be afraid to ask friends, family and colleagues for help. Use people's skills (eg if you know someone who is great with social media ask them to help publicise.)
- Advertise for help from the local community or ask groups such as the Rotary or Lions Clubs for support.

Why?

- Tell everyone why you are fundraising and about the great work Linkage does in your community.
- Use blogs, social media and anything else you can think of.
- Get in touch with us - we may be able to provide you with design ideas and other support.