

## Organising an event

**All you need to organise a fundraising event is a good idea and lots of energy ... and plenty of friends and colleagues to help!**

**Here are some guidelines that will help you organise fundraising activities. We would ask that you understand and agree to the following if you are organising a fundraising event in aid of the Dudley Group of Hospitals Charity.**

- We need to know what you are doing - please contact the Fundraising Office.
- We need to give you a letter of authority showing that you are fundraising on our behalf.
- All posters, tickets etc, must state that DGOH Charity is a registered charity and show the registered charity number.
- You need to keep clear accounts of any events; the details of the expenditure and the income received.
- Money should be collected in sealed containers.
- Lotteries or dangerous events should not be organised in our name.
- Any activity needing a gaming license needs to be discussed with the fundraising department.
- Be safe - don't do anything illegal or dangerous.
- The Dudley Group of Hospitals Charity is unable to underwrite any costs associated with the event - these would be your responsibility.

## Planning the event

- Make sure that you are not clashing with any other events in your area.
- Give yourself enough time to organise every aspect of the event, from promoting it to getting enough helpers on the day.
- Look at all aspects of the day and think about what could go wrong and how you would deal with it. Consider doing a risk assessment. Refer to our guide later on.
- (Please see [www.hse.gov.uk](http://www.hse.gov.uk) for any help with health and safety), or contact the fundraising department.
- Do you need any licenses or permits to do your events? e.g. for alcohol or gambling? Please check this with your local authority.
- Remember to advertise your event - use the local newspapers, local radio and any other contacts you may have. We can help with posters.
- Make sure that people helping on the day know exactly what they are doing at the event and that you have enough helpers.
- Do you need to inform the police or contact a first aid organisation?
- Ask other people you know who have done similar things before. Ask them what works and, as important, what doesn't?