

Top Tips for holding a charity fun day



PACT

Registered Charity
Number 508412



Planning the fun day

Pick a date...Make sure it doesn't clash with other community events or local/national sporting events

Book your venue...well in advance. Try to get it free or discounted and think about using community halls, school fields, or pub gardens

Give yourself time...to organise the event, publicising it, and planning how to set up on the day

Don't trust the weather!...Have some 'Plan B' activities in case the weather gets in the way of some of the activities

Get some help...ask your friends to use their skills to help - baking, advertising, getting prizes, organising races - there's lots of ways for friends to help

Get the community involved...Would a sports club, music group, dance troop like to do a demonstration? Would a group help to run a stall or two?

Create a fun theme...give the day a theme so volunteers and visitors can really have some fun

Tell everyone...supermarkets, doctors, schools, put up flyers and posters. Tell the press- you can use our Press Release template to help you out.

Most importantly of all...Have Fun

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Having fun and making money

- Have a range of things for all ages so families can enjoy their time together
- Have a lot of stalls and activities to keep people interested for longer
- Things like

Cake Sale? Baking Competition – the Great Village Cake Off

Table top sale... Book stalls, toys, games...

Arts & Crafts stalls... Colouring...painting...cards...bird tables...

Lucky Dip/ Raffle... simple games of luck and chance

Guess the... teddy's name? Guess the number of sweets in the jar..

Races... Running, obstacle, spacehoppers, egg and spoon... Anything goes!

Tug of War... Kids vs adults; mums v dads...

Food and drink... Ice cream, sweets, teas, coffees, BBQ, popcorn, candyfloss

Fun for kids... Hair braiding...face painting...glitter tattoos... Balloons

Fun for mums... Massages..hair...nails...make up

Entertainment... Magicians...Balloon animals...

Activities... Treasure Hunts and bouncy castles

Events and demonstrations... Karate demonstration...dance

show...majorettes...local bands...kite flying...dog show...birds of prey...pet the tarantula

Let your imagination flow... See what great ideas you find

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Boost the fundraising

Freebies and discounts... Ask local businesses to donate prizes/entertainment - give them good reasons to support PACT!

Don't spend too much... The day will be FANTASTIC. It doesn't need to cost a lot to have fun, and keeping costs down can help what you can raise.

Look for matching funding... some companies offer matched funding for their employees - put these volunteers on the activities that will raise the most!!!



On the Day and afterwards

A few tips to help you relax on the day... You've done the planning, so just get there early and stick to your schedule. Keep contact numbers for volunteers, events, catering, in case anything hasn't turned up. Look after your volunteers with thank yous, breaks, food and drink. Find some time to enjoy it yourself!

...and after the event... Contact your helpers in the days after the event to thank them and let them know the total raised. Get the event and the amount raised, and what it will deliver into local newspapers and newsletters. The easiest way to pay the money in is through our Just Giving page, where you can also put photos up

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Legal stuff

Handling cash...Keep it out of sight in a lockable container. Always have two people present.

Raffles & Tombolas...if you want to sell tickets in advance of the day you will need a license from the Council

Food and drink...Look at the Food Standards Agency site for guidance and label food

Licenses...Contact your council in advance, but you will need a license if you...

- Provide Live Entertainment
- Sell Alcohol
- Hold a collection on public property
- Hold a raffle and sell tickets in advance

Insurance...PACT doesn't provide insurance for fundraising events. Check the cover the venue and entertainment (e.g. Bouncy castles) have.

General Health & Safety...Think about the venue and activities and what hazards there might be. Think about simple solutions - first aiders, car parking helper, clear fire exits.

Some simple planning will help you have fun on the day