



Humanitarian
Aid Relief Trust

TOP TIPS FOR ORGANISING AN EVENT

1. Decide on your type of event (e.g. live music, pub quiz, raffle).
2. Contact at least 5 local venues explaining your charity fundraiser idea (most venues don't charge to hire for charity events).
3. Request to book on their quietest night of the week to ensure a greater chance of availability.
4. Go to the venue and ensure that your event is firmly booked in the diary.
5. Request in advance for additional bar/door staff for your event (or recruit friends/volunteers to help out!)
6. Download HART's posters and post them on social media with your events details.



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7. Set up a JustGiving page and set a donation limit (e.g. £5) that counts as a ticket to your event.
8. Recruit friends to collect tickets on the door and cash donations throughout the event.
9. Start promoting your event at least 3 weeks in advance.
10. Have FUN!

Call us on 0208 205 4608 or email **office@hart-uk.org** if you want to talk through your ideas or arrange to borrow equipment such as collection buckets and marketing material.