



# MESOTHELIOMA UK

CHARITABLE TRUST - 1126083

## Supporting People With This Asbestos Cancer

### How to Plan an Event

- 1. Choose a venue and date** – Try to use a convenient location that works well for your chosen event and also consider the time of year you would like to hold the event. Make sure it does not clash with any other activities going on in your community.
- 2. Decide on your event** – Take a look at our Photo Gallery for ideas, or look at our A-Z of Fundraising Ideas there are lots to choose from.
- 3. Targets** –Set a fundraising target but keep it realistic and achievable.
- 4. Publicise and Promote your event** – Contact your local media, (local papers and radio stations) put up posters in your local community, (pubs, social clubs, schools, night classes, GP surgery and the local gym) give family and friends a copy to put in their places of work. Set up a Just giving Page where you can e-mail friends, relatives and colleagues so they can donate on-line.
- 5. Invitations to Guests** – Invite as many people as you can, local dignitaries, as the more people who you have the more money you can raise for Mesothelioma UK Charitable Trust.
- 6. Support and Help** - Get your friends, family and work colleagues to help you. Write a list with set jobs that they can choose themselves, and which they feel most comfortable with i.e.; sourcing raffle prizes from your local shops, supermarkets and businesses; display posters and sell tickets, organisation on the day of the event.
- 7. Donations** - Ask your guests to complete a Gift Aid form for any donations made. This will enable Mesothelioma UK Charitable Trust to claim an extra 28p in every £1 donated raised at no extra cost to you or the person making the donation.
- 8. Thanks** – Thanking everyone who is involved, whether it has been through them supporting you in the organisation or through sponsorship or just turning up to the event on the day is one of the most important things to remember. Let them know how much you appreciate their help and support, keep them informed at the different stages and let them know how much they have helped to raise money for Mesothelioma UK Charitable Trust, and lastly thank your guests for their support.
- 9. Have Fun and Enjoy** - The key to a great and successful fundraising event is firstly for you and your helpers/supporters to enjoy yourself. The more fun you have, the more your guests are likely to participate in the event and donate!

**Good Luck and enjoy your fundraising!!**