

# How to organise a charity night

Whether it's a fun music performance or a lively karaoke session, a charity night is a fantastic way to bring people together and raise funds for a great cause. Follow these easy steps to create an unforgettable event!

## 1. Set the date and location

Pick a date and venue – local pubs, social clubs, or community centres are great options.

## 2. Plan the event

Choose entertainment that will engage your guests, like karaoke or live music. Book any performers or entertainment in advance and check if the venue holds a Public Entertainment Licence – if not, you'll need to get one from your local council.

## 3. Collect supplies

Contact your charity for collection tins, banners, and any other materials you may need.

## 4. Gather volunteers

Gather a team of volunteers to help with event preparations, ticket sales, and assistance during the event. Having extra hands will make everything run smoothly.

## 5. Extra fundraising activities

Boost donations by adding a fundraising element such as a raffle or auction during the night. Ask family, friends, or local businesses to donate items or services to be used as prizes.

## 6. Spread the word

Get the word out about your event! Promote it through social media, local press, or community bulletins. Don't forget to decide on ticket prices and how many tickets to you need to sell.

## 7. Have fun and celebrate!

Most importantly, enjoy the night and celebrate your success with supporters. A fun and memorable night will help build excitement for future events and continued support for your cause.

