

How to organise a craft fair

A craft fair is a great way to bring the community together, showcase local talent, and raise funds for a good cause. Here's how to organise a successful event in seven steps.

1. Set your fundraising goal

Decide on how much money you want to raise. This will help you determine stall fees, venue hire cost and budget for any supplies.

2. Choose a venue

Choose a venue with enough space for stalls, such as a community hall, school, or outdoor market area. Consider accessibility, parking, and weather conditions if it's outdoors.

3. Pick a date

Choose a date to maximise footfall, usually a weekend, and make sure it doesn't clash with other popular local events.

4. Get stallholders

Reach out to local artisans, small businesses, and hobbyists to sell their handmade goods.

5. Licences/permissions

Check if you need permits for selling food, handling money, or running a raffle. Ensure public liability insurance is in place for the event. If playing music, consider a PRS license for background tunes.

6. Organise volunteers

Assign volunteers for setup, ticket sales, and general assistance. Plan refreshments (partner with local cafés or arrange a tea and cake stall).

7. Promote your event

Advertise through social media, posters, local press, and community groups. Set up an event page online for updates and encourage stallholders to share the event with their networks.

