

How to organise a music event

Hosting a music event for charity is a brilliant way to bring people together, have fun, and make a difference. This guide will walk you through the steps to host a successful music event.

1. Set your fundraising goal

Decide on how much money you want to raise. This will help you determine the budget for ticket prices, venue and supplier costs.

2. Choose your event type

Decide the type of music event you want to hold; it could be a concert, open mic night or even a festival.

3. Choose a venue

Pick a venue that's convenient for everyone. Consider local community centres, pubs, outdoor spaces, or restaurants.

4. Book performers

Reach out to local bands and artists. It's handy to create a schedule if you have more than one performer to make sure the event runs smoothly.

5. Licences/permissions

Check if you need a Temporary Event Notice for live music and alcohol sales, and whether a Performing Rights Society licence is required for copyrighted music. Ensure you have the necessary insurance to keep your event compliant and protected.

6. Organise volunteers

Make sure you have enough volunteers to help with ticket sales, serving any food or drink and stage management.

7. Promote your event

You could create an event page on social media and post it in local community groups to spread the word. Or if you prefer the old-fashioned way you could print out flyers and place them in the pub, local shops, schools, and community centres.

