

ORGANISING AN EVENT

1

SET A DATE

Check your calendar for public holidays, peak vacation times, popular sporting events or charity events. Make sure your date does not clash with these as it could affect attendance. Does the date you have chosen give you enough time to organise and advertise it? Is the time of year suitable for the event.

2

PICK A VENUE

Choose a suitable venue that has enough space for your event. Check that it is accessible by road, has adequate parking facilities, is accessible by public transport and has disabled access and facilities. Remember popular venues get booked up early so make sure to book in advance. Importantly, many venue owners don't charge a booking fee for charitable events so make sure you mention this when booking.

3

ASK FOR HELP

Involve friends, family and work colleagues. Many hands make light work and more head are better than one. If you need any support with organising your event please get in contact with us at: enquiries@houndsforheroes.com

4

BUDGET

Consider working out a basic budget, detailing your expected costs and income. This will help you to keep on track and ensure a worry-free event.

5

PUBLICITY

Publicise your event as widely as possible, put up posters, post on your social media, hand out flyers, get your local papers and radio stations involved. Word of mouth is one of the best forms of publicity so invite everyone you know! If your event requires tickets remember to get them printed so that you can sell them in advance. If your event is sponsored ask everyone you know for sponsorship.

6

ENJOY YOURSELF!

Remember to enjoy yourself! We love to know what people are doing to support us and the Charity will support you all the way. Please remember to register your event with us. You can do this using either of the methods below. Once you've registered we will be in touch to offer advice and support.

7

DON'T FORGET TO SEND YOUR FUNDS TO US!

There are numerous ways to get your funds to us.

- Bank Transfer (B.A.C.S) pay directly from your bank account in to our bank account **Sort code: 30 -99-20 Account No: 18546660**
- Cheque/postal order made payable to: **Hounds for Heroes** and send to **Hounds for Heroes, Unit 2B Rookery Farm Buildings, Ramsdean, Petersfield, Hampshire GU32 1RU.**

Please include the following as payment reference **Surname** or **Company name** and **event name**.