

## How to organise a charity night

Organising a charity night is a great way to get your family, friends and colleagues together for a night of fun while raising vital funds for the Cystic Fibrosis Trust.

Events and fundraising enquiries:

t: 020 3795 2176 or e: [events@cysticfibrosis.org.uk](mailto:events@cysticfibrosis.org.uk)



1

### Set a date

Organise the date and a venue, such as a pub, working men's club, sports or social club or local hotel.



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### Book your entertainment early!

You could choose a theme night, karaoke, disco or whatever suits your audience.



3

### Food

If you're offering food, keep it simple: finger buffet, curry, stew, pie and peas.



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### Promotion

Advertise your event well in advance with posters, local press and social media and print tickets so you know how many to expect on the night.

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### Ticket price

Cover the cost of your event in the ticket price, plus a few pounds to raise money.



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### Include friends

Ask a few friends in advance if they will help with food, raffle prizes, selling tickets and clearing up.



7

### Get help

Ask for help in gathering raffle or auction prizes to raise even more funds.



8

### Advice and support

Contact your community fundraiser for fundraising materials, advice and support.



“For my dad’s 60th birthday we held a party at our local coffee house and guest donated to the Trust instead of gifts raising a fantastic £1200.”

Sarah Davidson, Parent