



Register your event

Contact us to register your event so we can make your fundraising official, we will issue you with a Supporter Agreement which shows that you are genuinely raising money for us.

Things to consider

- The date and time of the dinner or ball
- When choosing a venue it's important to make sure it is accessible and has third party liability insurance
- If the event will have a theme
- Ensure you book entertainment well in advance and decide whether it is appropriate for the audience
- Check if the venue will provide catering or whether you need to source external catering. When planning the menu remember to consider guest's dietary requirements
- How you will invite people
- How much you will sell tickets for

After the event

Please send your donations to Havens Hospices as soon as possible and return your unopened buckets and tins (if you used them at your event) to Havens Hospices. Our volunteers will count the donations and we'll let you know how much you and your team raised. If you took some good photos, you could send these to your local newspaper and upload to social media tagging @havenshospices.

Please email our Fundraising Team at fradmin@havenshospices.org.uk to request your Supporter Agreement, which shows you are legitimately fundraising for Havens Hospices.

Raising donations

Ask local businesses for sponsorship. Write a letter outlining your event and how they can get involved (you can include your Supporter Agreement as proof you are genuinely raising funds for Havens Hospices). In return offer them details about their company in your programme, goodie bags or perhaps on the tables.

Aim to cover your costs through ticket sales, so any further monies raised on the night goes directly to the charity.

Other ways to raise money on the night could include holding an auction or raffle, or playing party games like Heads and Tails where everyone pays a fee to enter. We can also provide you with donation envelopes to place on the tables for guests to make donations.

On the night make a speech to explain to guests how their contribution is going to help Havens Hospices continue caring. You could show a film about our hospices from our [YouTube channel](#).

Keeping it safe and legal

The following links will provide useful information and help your event run safely:
[Food Standards Agency](#)
[Fundraising Regulators Code of Practice](#)

Please contact your local Council or venue about completing a risk assessment.