

On the Day

- Have a site plan ready so people know where to set up
- Litter pick – before and after event – put out litter bins
- Put up signage for toilets, refreshments etc.
- Do you need a registration / welcome desk?
- Consider evaluation of your event to learn what worked and what did not, improve your next event, provide feedback to committee and funders (*see leaflet 6: Community Consultation*)
- Take photos for your records

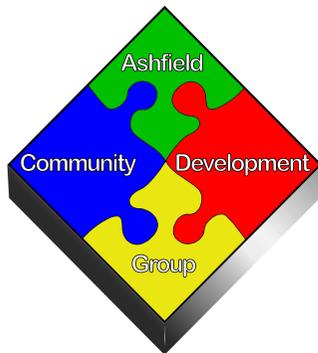
After the Event

- Hold an evaluation meeting to consider what things worked on the day and what could have been done better. Keep a record of the outcomes to use when planning your next event
- Finalise the accounts and pay all the bills
- Write a brief report, include photographs, publicity documents
- Write and thank everyone who has taken part

For further information regarding event organisation use the following link: <https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events>

This leaflet can also be downloaded from:

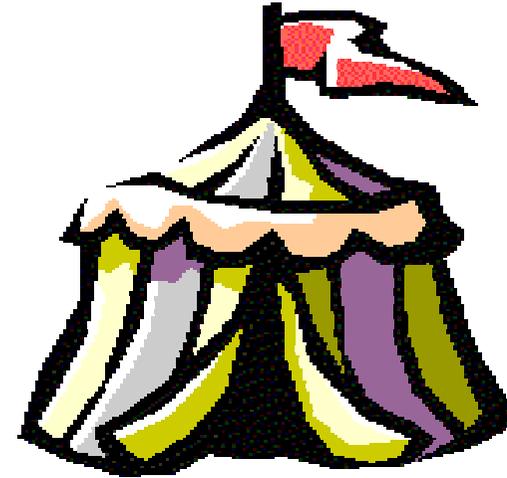
<http://www.ashfield.gov.uk/media/1547/13-events- rev-feb-2015 .pdf>



This advice leaflet has been compiled by Ashfield Community Development Group (ACDG).

For details of ACDG members offering support, please refer to leaflet "i".

Organising a Community Event

**Simple Steps to Holding an Event**

Events can be a great way of generating funds, bringing together your community and raising the profile of your group.

Planning

It is a good idea to have one organised person to act as the main co-ordinator but no one person can do everything so it makes sense to get a team together with different skills to help with the organisation.

Keep a written record of what you need to do, who is doing it and any action taken to help you keep track of progress, it will also be useful if you want to repeat or run a similar event. Start planning well in advance; this will make the process easier and more enjoyable for all involved. (*see leaflet 4: Roles and Responsibilities*)

Setting a date

Do a little research to avoid any dates clashing – check out major sporting and cultural events and other events in your local area before you set the date / time. If applicable, you may need to inform the police, local authority or fire service

Funding

Think about how much the event will cost. Set a budget and allocate a realistic figure for costs of hiring equipment, entertainers, hiring fees for venue and other fees e.g. cost of licences and insurance. (*see leaflet 3: Finance*)

Events are a great way of raising funds for your group, however you must be aware of legislation that governs some fund raising activities. For information on licences for holding raffles and prize draws, contact your local authority.

The Venue and Facilities

Whether you plan to hold the event outside, i.e. on a park, or recreation ground or in a hall you will need to hire the facilities or agree with the owners of the land / premises that you are able to use them. Accessibility is important with regard to your venue:

- Is it easy to find?
- Is there public transport and adequate parking?
- Is there disabled facilities including access and toilets?

Visit the venue to ensure that the facilities you want can be provided. Ensure you confirm the booking in writing and cover all points that you have discussed and agreed.

Licences

Consider the type of Licences you require for your event and make sure you apply for them in good time:

- Premises Licence – covers the sale or supply of alcohol, the provision of regulated entertainment and the provision of late night refreshment. For further information about premises licences, contact your Local Authority or the Department for Culture, Media and Sport – website: www.culture.gov.uk
- Phonographic Performance Ltd (PPL) – covers public use of sound recordings (CDs, records, tapes etc.) For further information - website: <http://www.ppluk.com>
- Performing Rights Society (PRS) – covers musical performances whether live or recorded. For further information: website www.prsformusic.com

Booking Entertainers, Equipment and Stall Holders

Popular entertainers and equipment (i.e. bouncy castles) get booked up well in advance, so it is best to treat this task as a matter of priority. Make sure that everyone working (paid and voluntary) on the day is qualified to do the job e.g.

- Caterers and volunteers have food hygiene certificates
- Disclosure and Barring (DBS) checks are in place (if required)
- Relevant insurance documents are seen and checked

Ensure you confirm all details in writing and you have given everyone all relevant information i.e. date, setting up time, finish, time and what equipment you expect them to bring. (*see leaflet 5: Volunteering, leaflet 8: Child Protection, leaflet 9: DBS Checks, leaflet 10: Vulnerable Adults and leaflet 14: Health and Safety and Risk Assessments*)

Health and Safety including risk assessments

Organisers of events have responsibilities under Health and Safety law to ensure the health and safety of everyone (including volunteers and staff). Writing out health and safety procedures and carrying out risk assessments is not only best practice, but it will help your organisation to focus on their responsibilities within this area. For further information check out from the Health & Safety Executive website - www.hse.gov.uk (*see leaflet 14: Health and Safety and Risk Assessments*)

Other Welfare Arrangements to Consider

- First aid / lost child provision
- Refreshments – for staff, volunteers and general public
- Designated eating areas i.e. picnic areas

Publicity

You want to encourage as many people as possible to take part in the event as well as use it to publicise your group. Use the press and radio, printed marketing materials (leaflets) and on line services (internet) to publicise your event.