

# Planning Your Event at a Glance

**So you want to organise an event for Ostomy Lifestyle?**

**Not sure what to do?**

**Here's some simple steps to help you get started!**

## Step 1 -Relax

- Think about what event you want to do look at your hobbies
- Leave plenty of time to organise it.
- Don't rush into signing anything.
- Make a simple plan of what you want to do, and what needs to be done.
- Talk it through with friends and the fundraising team.
- Estimate the total income your event would generate. Does the profit justify the time you would put in? if so GO FOR IT!

Possible Events include:

- Coffee mornings
- Sporting events
- Exhibition or fairs
- Barn dance

The more unusual it is the better!

## Step 2- Decide the venue

Before setting the date and time you need a venue. Think about:

- How many people will be attending?
- Any special facilities needed?
- Particular location
- Is food and drink allowed

Remember school halls and playing fields are generally much cheaper than other venues.

## Step 3 - Confirm Details

Once the venue has been decided it is time to book a date and time:

- Particular time of year i.e. valentine's day?

- Time of day?

## Step 4 Publicise

It is time to spread the word!

- Tell friends, family and work colleagues to take part/ attend
- Give them plenty of warning
- Contact your local newspaper and radio station
- print posters and put them in prime locations

## Step 5 - Send out a Reminder

About a week before contact:

- Volunteers
  - Guests
  - Local press
- Remember to include details of time, place and date

## Step 6 - Developing an extra income

You can increase the amount raised:

- Ask a local business to either sponsor your event or match money raised on the day.
- Hold a raffle or auction. Get the prizes donated so you can more even more money.

Get people to sponsor you

- Have a collection box and encourage people to donate their spare change

## Step 7 - Gift Aid

Remember we can make an extra 28p from every £1 donated AS LONG AS YOU USE A GIFT AID FORM!

## FINALLY

Have fun, if you're enjoying yourself everyone else will too! For further information email:

[admin@ostomylifestyle.org](mailto:admin@ostomylifestyle.org) or call 0118 324  
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