

# How to...

## Organise a Charity Ball or Dinner

Holding a charity ball or dinner is a fun way of raising money in aid of Paces. With some helpers and our 'how to' guide, it really is easy and very rewarding!

### Planning for your Charity Ball

- *Who will you invite?* Decide who your audience is: adults, families, club members, business contacts or the general public. Consider how many people you think will attend your event. Use this number to book a venue of the right size. The Funding team will be able to assist in finding people to invite.
- *Date:* Book a date that gives you time to plan effectively
- *Book an appropriate venue:* Let people know it is for charity as you may get offered a reduced rate
- *How to set the price of your ticket:* Will the price of the ticket to your ball include food and drink?
- *Selling tickets:* How will you need to sell to make sure the event raises money? How will you sell these?
- *What format will it take?* Decide on the duration of and whether it's a good idea to book entertainment
- *Volunteers needed:* Recruit volunteers or set up a fundraising committee to help you run your event. Allocate everyone a job that they are comfortable with and which uses their skills
- *It's all in the details:* Source a reliable photographer and catering team if you are providing food
- *How will you let people know about it?* Promote your event through media, posters, newsletters & emails.
- *Timings:* Create a realistic timeline for the evening and take into consideration the time needed to set and clean up

### Other Activities

- Will you run a raffle, auction or Higher and Lower competition? Organise entertainment like a live band, disco, magician, comedy act or casino. If you're asking for donations on the night, contact the Funding Team and we will be able to provide charity buckets and tins.

### Running your Ball

- Remind your helpers and volunteers a couple of days in advance, run through your equipment check list the day before, check with your suppliers that they know delivery addresses and times
- Welcome your guests as they arrive and advise of any fire escapes or health and safety matters
- If you can, take photos of the event and send them to us and the guests
- At the end of the event take the opportunity to announce the amount you have raised
- When guests have left, thank all your volunteer helpers and count any money raised in front of a witness

### Following it up

- Count, record and ensure fund raised are sent to Paces
- Consult everyone that helped run the event to find out what went well and what could be improved
- Ensure the businesses and individuals that provided support are thanked
- Announce the amount of money you have raised from the event where those who attended can see it
- Send a short press release about the event to local media with the photos

For more information about this or any other fundraising ideas,  
please contact our Fundraising Team on 0114 284 4488 or [Julie.booth@pacesheffield.org.uk](mailto:Julie.booth@pacesheffield.org.uk)

Download all our guides and our fundraising proposal form at [www.pacesheffield.org.uk/fundraisingideas](http://www.pacesheffield.org.uk/fundraisingideas)

