



# How to...

## Organise a Charity Race Night

Organising a race night charity event is a fun way of raising money for Paces. With a few helpers and our 'how to' guide you'll be able to put on a really good night!

### Find a Suitable Venue

- The more swish and professional you can make your Race Night the better it will run and the more money you will make.
- Race nights work well around a simple charity dinner or buffet.
- If appropriate a bar also helps create the party mood!
- But you can also host a race night in the comfort of your own home with a your family and friends!

### Find your Races

- You don't have to book the local racecourse! The races are on DVDs which you project onto a large screen.
- There are a host of online companies that can supply you with everything you need to organise a successful race night fundraiser including decorations!
- Shop around for the best deals or make the decorations yourself!

### Sell Tickets

- Advertise your race night well in advance and sell tickets.
- Try to cover your costs on the tickets but don't forget that you will also be making money during the evening.
- When it comes to betting there are no real odds. Winning bets receive an agreed share (usually 50% of the total bets which is then split between the winning punters. The other 50% goes towards your fundraising.

### Useful Tips

- Don't forget to have all your other fundraisers on the go such as raffles and tombolas.
- All the races can be sponsored in advance and named after the sponsor. Sponsors can provide gifts or cash as prizes for the winning bets or for you to add to your evening's takings
- Extra ideas for a charity race night that will add to the success of the evening and could bring in some extra cash are 'Best dressed race-goer or couple' or selling cakes.
- Another common trick is for people to write their names on the back of all their losing tickets and put them in a draw for a big prize at the end of the night.

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

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



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