Guide Dogs
Organiser's checklist

As soon as possible

- Start making a plan and stick to it
- Select a date for your event
- Select an appropriate venue, confirm availability and book

Think about:

- Location, size/space/capacity, floors, walkways/ traffic routes, lighting, temperature, ventilation, cleanliness, storage, toilets, washing facilities, car parking and accessibility for all
- Will you need alcohol, entertainment or music licences?
- Will you need to arrange insurance for the event?
- Is the venue fully insured, including Public Liability insurance for injury to participants? Please remember that there is no insurance cover for any events other than the Guide Dogs organised events.
- Notify local authorities and emergency services if applicable
- Plan how to promote your event – create your own posters, fill in and send the template press release to local radio and newspapers
- Invite key people from the community
- Source contractors/suppliers if applicable – don't forget to check their public liability cover
- Source donations of prizes if applicable
- If you're having a raffle, do you need a gaming licence?
- Seek volunteers for the day

A few weeks before the event

- Plan the day of the event

Think about:

- Take the time to think about safety and the risks. If there is a risk, think about what you can do to reduce it
- If you have concerns about health and safety, ask for help
- Involve other people - by talking about it with others, you're more likely to identify potential problems - and be able to solve them
- Co-ordination – who will be responsible for this?
- How will communications with others take place?
- How will event staff be identified?
- Check your existing insurance policies to see what you are covered for
- Be clear about what you are and aren't responsible for. Who is doing what, and what are their responsibilities?
- Site plan/layout – consider equipment, stalls, cables, walkways, activities etc.
- First aid/accidents/emergency – consider what the risks are for your event and if you need to provide first aid. How will the area be cleared in an emergency? Who will be responsible for ensuring these arrangements are in place? Remember; in an emergency always call 999.
- Equipment – ensure that any equipment is fit for purpose and in working order. What are the requirements? Is any specialist equipment needed?
- Does it require specialist installation?
- Generators – is an engineer required? How will the petrol/diesel be stored? Will appropriate fire extinguishers be provided?
- Car parking – you may need designated marshals to direct cars. Is there enough parking for the number of expected visitors?
- Cash handling – think about how the cash raised will be managed
- Food hygiene – some foods need to be kept refrigerated or stored separately. If you are selling homemade goods it is a good idea to have them labelled with date of making and the ingredients.
- Security – is there a need for security at your event?
- Dogs – remember if you have dogs present you need to ensure water and toileting areas are available
- Waste – where will your waste/rubbish go, including animal waste?
- Welfare facilities – consider access, supervision and housekeeping of the welfare facilities

- Will there be adequate facilities to cover the number of expected attendees?
- Lost property and children – do you need to set aside an area for this?
- Is the event outside – what if it rains?
- Send out appropriate information to participants
- Confirm any contractors, suppliers and donations

A few days before

- Revisit, check and make final plans for your venue
- Review your event plan
- Brief your volunteers and confirm your procedures and plans
- Send out your press release to local newspapers

On the day

- Brief helpers and check procedures
- Set up the venue – signs, decorations and equipment
- Register all entrants/take tickets and money
- Welcome and thank VIPs, donors and volunteers
- Clear up
- Bank the money
- Congratulate yourself and your team on a hard day's work!

After the event

- Send out thank you letters to helpers
- Send out photos of the event with information on how it went to local media
- Send the money you have raised to Guide Dogs
- Report back to your local Guide Dogs Fundraising Team on your success
- Arrange a cheque presentation if applicable

Additional resources:

We have lots of resources available online for your event that you can personalise for example;

- Posters
- Invites
- Certificates
- Leaflets

Please email: **fundraiseforus@guidedogs.org.uk** to request any additional resources.

Guide Dogs values your contribution as a fundraiser and requests that you make your personal safety and that of your guests your top priority.

Guide Dogs does not encourage fundraisers to participate in high risk activities. If you have any concerns or have any doubts at all over the safety of your event please seek professional advice. Guide Dogs is willing to discuss any concerns that you may have and may be able to offer additional advice and guidance. Please take the time to plan sufficiently and keep you and your guests safe.

Guide Dogs cannot accept liability for any loss, damage or injury suffered by you or anyone else as a result of taking part in a fundraising event.

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