



## **Argyll and Bute Third Sector Interface Introduction to Event Fundraising**

Event fundraising offers many opportunities to get a range of people and communities involved in your organisation's work. Whether it's a summer fair, a gala ball, a music concert, or an auction (to name just a few) events can raise awareness of your cause, reach a new audience, and give people a fantastic experience all while raising vital funds for your cause.

Event fundraising can take many different forms, from very formal, high profile events, to smaller community-based activities. There are a number of considerations to take into account to make sure the event goes smoothly, and to make sure all of your activity follows the requirements on insurance, health and safety, sponsorship and more.

This guidance will take you through the key things to consider when planning and running events. All fundraising activity has to follow the **Code of Fundraising Practice** set by the Fundraising Regulator and we recommend that you are fully aware of the requirements it sets out.

### **Checklist for event fundraising:**

- Have you got permission and a licence (if you need one) to run the event?
- Have you carried out a risk assessment and appropriately ensured the health and safety of all employees, participants, and attendees?
- Have you got any insurance (including public liability insurance) that you need?
- Have you made sure that any food supplied complies with regulations on food safety and hygiene?
- Have you considered the environmental impact of any events or activities and taken steps to make sure these are minimised as much as possible?
- Have you got cancellation or contingency plans in place if something was to go wrong?
- Have you taken steps to think about how to make sure the event is as accessible as possible to all people and that you're not unlawfully discriminating against any people/groups?
- Will the event involve children and do you know your responsibilities?

Published on the Argyll and Bute Third Sector Interface Self-Serve system ([www.argylltsi.org.uk](http://www.argylltsi.org.uk))  
(Adapted from *Institute of Fundraising*)

Version: 1.0

Published: January 2019

Review date: January 2020

**Argyll and Bute Third Sector Interface | 01369 700100 | [support@argylltsi.org.uk](mailto:support@argylltsi.org.uk)**

Argyll and Bute Third Sector Interface is a Company Limited by Guarantee in Scotland No. SC277345  
Scottish Charity No. SC029947

Registered office: c/o Edward Street Community Centre, Edward Street, Dunoon PA23 7PJ