

How to organise a charity night



From a music gig to a spot of karaoke, a charity night is a great way to get people together to raise money for Mind. Follow these simple steps for a night to remember!

1

When and Where?

Set a date and a venue to host your event. For example, you could use a pub, social club or a local community centre.

2

Plan

Decide what kind of event you'd like to host; karaoke, music gigs or discos are always popular.

Make sure to book any entertainment you need early and that the venue has the correct licence (a Public Entertainment Licence). If not, you will need to obtain one from your local authority.

3

Advertise

Spread the word about your event. You could advertise on your company's intranet, in the local press and on social media. Decide on the number and the cost of tickets.

4

Organise volunteers

Ask people to help you with the organisation of the event, selling tickets and assistance on the night. The more volunteers you have to help, the easier it will be.

5

Fundraise

To boost donations you could find other ways to fundraise on the night such as an auction or a raffle. Ask colleagues, family and friends to donate unwanted items or services to use as the lots or prizes.

6

Gather materials

Ask your Account Manager to provide you with collection tins, buckets, banners and any other materials if needed.

7

Enjoy

Have fun and enjoy yourself!

mind.org.uk

Mind (the National Association
for Mental Health)
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