

HANDY FUNDRAISING GUIDE

How to organise... a charity ball



e-newsletters and posters. Send out invitations which clearly show the charity ball is in support of PHA UK – include the charity logo and a couple of sentences explaining what PH is.

RAFFLES, AUCTIONS AND SPEECHES

Ask around your local shops to see if they are able to donate gifts; explain that you're organising a charity ball in support of PHA UK and are carrying out raffles/auctions on the night. They are a great way of maximising fundraising. Prepare a few words about why you've chosen to fundraise in aid of PHA UK.

AFTER THE EVENT

Send information and photos to your local media highlighting how successful the event was and the amount of money raised. Get in touch with everyone who donated auction and raffle prizes to thank them for their support.

DON'T FORGET...

Decide on prices for your cakes and clearly label them in advance or use a blackboard. Make sure you include allergy information with each bake.

LET US KNOW WHAT YOU'RE UP TO

We're always keen to know what people are doing to help raise much needed funds and awareness for PHA UK. If you're planning a charity ball contact Helen at office@pha.uk or on 01709 761450 and we'll send you a handy Fundraising Kit to help with your event.

DANIELLE AND NATASHA DID IT...

Sisters Danielle and Natasha raised over £5,000 from a charity ball organised in support of their little nephew Stuart, who has PH. The girls were joined by 150 guests at the event, which included dancing, dinner and entertainment.

A charity ball is a great way to get lots of people together and raise awareness of PH, as well as money. Planning your own ball can be fun as you are in full control of the event, however it's important not to lose sight of your overall aims, which should include:

- Raising as many funds as possible
- Giving all the attendees an occasion to remember
- Putting on an event that offers value for money

Although organising your own ball will take plenty of time and effort, it will be very satisfying and rewarding.

DATE AND LOCATION

Book a date well in advance so it gives you time to plan effectively. Places to stage the ball could include your local town hall, social club or function rooms. Make sure you emphasise the ball is in support of a charity, as they may reduce the fee for hiring the venue.

TICKET PRICE

Cover the cost of the charity ball in your ticket price. Consider hiring out a catering team and photographer, if budget allows. When choosing food, keep it simple. Also, decide whether the price of the ticket to your ball will include food and drink.

VOLUNTEERS

Ask for help from friends and families to run the event. Allocate everyone a job that they are comfortable with and which uses their skills.

PROMOTION

Get in touch with the local press about advertising your event, including newspapers and radio stations. Carry out your own promotion through social media,