



My Special Event® Charity Events Planning

My Special Event can help to organise that “special” charity fundraiser for you. Whether it is a personal charity fundraiser for a cause close to your heart or raising money for a local charity, My Special Event is on hand to help you.

Do you find yourself asking these questions?

Q. I want to organise a Charity Fundraiser but where do I start?

Q What type of Charity Fundraiser should I organise?

Q. Will people turn up to my fundraiser? How do I advertise it?

Q. There are so many charities out there which one should I choose to support?

If any of your answers to the above questions are **YES**, then get in touch with My Special Event.

Types of Charity Fundraisers:

- Auctioning something for charity – Art and Craft Sales/ Selling cakes/ Selling Artwork/ Raffles
- Selling something for charity
- A non- sponsored activity where people are encouraged to pay to take part – Car boots, themed events, discos, karaoke competition, sports matches.
- Charity Concerts, Comedy Nights, Entertainment evenings
- Retro video gaming event – Please enquire about these events due to availability

My Special Event has experience in multiple charity fundraisers and can help you to organise yours.

If you would like to see examples of our Charity Fundraisers, then please do not hesitate to contact Zoe Pniewski of My Special Event. We have examples of our newspaper reports of our previous events and photographs on our website of the events previously done.

Insurance for **All Events** will be the responsibility of the client/ host of the event. My Special Event has their own Public Liability Insurance, but the client would have to make sure all the appropriate insurances were in place with the venue (if used) and the other participants of the event.



Q: Why Should I choose an Event Planner like My Special Event?

My Special Event has over the years been involved with many fundraisers, some for world-wide charities and others for local community charities. It doesn't matter who you raise money for, it is the fact you are raising money for them that counts. Charities are grateful for anything you can raise, and My Special Event can help you with your event to make sure it goes as smoothly as possible and both you and the charity benefit from what you're doing.

Q: What will My Special Event do?

1 Hour FREE CONSULTATION

The first step is to arrange your free 1-hour consultation with My Special Event. This can be done virtually or face to face in a public meeting place or at the charity. This is an opportunity for both the client and My Special Event to meet and get to know one another.

The consultation is an opportunity to discuss all the ideas you have informally and work out the best way to proceed further.

After the initial consultation, My Special Event can prepare a contract for the client and a quotation outlining the work involved and what to expect. This will then be agreed and signed by both the client and My Special Event, and a deposit will be paid to secure the date and the services of My Special Event. The final payment will be paid before the date of the event unless otherwise agreed.

Q: Event Planner- What will they organise?

My Special Event is on hand to organise as much or as little of the event as needed. All duties will be discussed at the consultation and a timetable of what to do will be created.

My Special Event can help with organising the following for your Charity Event:

1. Venue / Location
2. Budget
3. Team needed to carry out the event – Volunteers, their details and requirements etc
4. Catering if needed and beverages
5. Transport to and from the venue
6. Equipment needed for the event/ furniture/ sound equipment/ signage – Anything organised will be checked and PAT tested if needs be
7. Legal requirements and permits
8. Marketing and publicity for the event
9. Organising any special requirements

Q: What will happen after my Charity Fundraiser?

After any event, there is normally a follow up meeting with the client to discuss what worked and what didn't. Feedback from the event is delivered and this is opportunity to organise the donations raised and payment for the event to the charity.

My Special Event is here to help you every step of the way. At My Special Event, we will make sure your hand is held every step of the way and you are always aware of what's happening, to make sure things run smoothly.

FEES

These are negotiable depending on the size of the event and the amount of work involved.

There is a basic structure of my fees, but most charity events will get some sort of discounted rate and on some occasions some fees can be waived.

- 1 Hour Consultation = FREE
- Subsequent Consultations pre contract = From £10/hr
- Hourly Fee charged for any work involved up to and including the day of the event (if applicable) = £20/ hr
- Mileage of 0.30p a mile will be charged for any extra mileage needed to organise the event. Mileage on the day of the event is included in the hourly rate.

Any payments should be made to My Special Event by **BACS** or **PayPal**. A receipt will be given for any payments made. No cheques will be accepted. A deposit and signed contract will need to be done to secure the date with My Special Event. **Any late payments will incur a late payment charge of £15.00**

A Charity Registration Number will be to be presented when negotiating discounted or waived fees.

Contacting My Special Event

If you would like to discuss your Charity Fundraiser with My Special Event and have your Free initial consultation, then you can contact Zoe of My Special Event the following ways:

Email: info@myspecialevent.co.uk

Website Contact Form: www.myspecialevent.co.uk

Facebook Message: Search My Special Event – Zoe Pniewski

Instagram: zoepniewski

LinkedIn: Zoe Pniewski / My Special Event

Nextdoor App: Zoe Pniewski/ My Special Event

PLEASE NOTE:

My Special Event will put together an Event Plan for the Charity Fundraiser (if needed) and this will detail every aspect of the event on the day, from contract details to timings. If for whatever reason My Special Event is unable to attend on the day, then a suitable replacement will be sourced if available or alternative arrangements will be made.