

# HOW TO RUN A FUNDRAISING EVENT

## WORKSHOP FOR THIRD SECTOR FUNDRAISERS

[www.thirdsectorhub.org.uk/fundraisingevents](http://www.thirdsectorhub.org.uk/fundraisingevents)

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### Workshop for Third Sector Fundraisers

Wednesday 12<sup>th</sup> May 2010, 10am – 4pm

at VANEL offices, Melbourne House, Town Hall Street, Grimsby

**Fundraising Events are a win-win for everyone. Your organisation raises unrestricted funds & gets valuable publicity and all those attending have a great time.**

**But fund-raisers don't just happen! They need organising and planning to make sure they're hitch free and make it worth your while.**

**This one-day workshop will help you, your staff and volunteers to plan that next fund-raiser more effectively.**

£ 20 per person

Every fund-raising event is different, just as every charity, voluntary or community group doing the organising is different. But event management follows certain rules and similarities and this workshop will help you plan your events with practical advice and support. We'll look at venues, speakers, insurance, permits, funding, staffing, health & safety and much more.

If you're planning an event this year – perhaps your first or you'd like to look at improving on your last fund-raiser, this workshop will save you time, effort and money in the long-run.

The workshop will be delivered by Helen Howard – VANEL Funding Advice Development Worker, Fundraising Plus project.

Places are limited, so book early. Max 3 attendees per organisation. Only open to North East Lincolnshire based Third Sector Organisations. Priority may be given to smaller groups. This workshop is heavily subsidised through the Fundraising Plus project but additional bursaries may be made available for groups with under £30k pa income – please call to discuss.

To book call Vicky Hardy, Third Sector Hub Administrator at VANEL on 01472 231123 or email [booknow@vanel.org.uk](mailto:booknow@vanel.org.uk). More info at [www.thirdsectorhub.org.uk/fundraisingevents](http://www.thirdsectorhub.org.uk/fundraisingevents)

**HOW TO RUN A FUNDRAISING EVENT** will be delivered by Helen Howard of the **Fundraising Plus** project based at VANEL, funded via **Big Lottery** and led through **HANA**. ([www.fundraisingplus.net](http://www.fundraisingplus.net)) The workshop is organised and managed by the **Third Sector Hub** ([www.thirdsectorhub.org.uk](http://www.thirdsectorhub.org.uk)) also based at VANEL ([www.vanel.org.uk](http://www.vanel.org.uk)).



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