

Organising an event can be a daunting task, but can also be very rewarding and an excellent way of fundraising. The most important element of any event is planning. Before undertaking an event read through these guidelines. Not all will be relevant, dependant on the size and type of event you are planning, but tailor them to your needs.

If you would like any advice call the ASCT office.

Good luck and happy fundraising.



Disclaimer

This know-how sheet is produced by ASCT. It is intended to provide general information only and should not be taken as a full statement of the law. Please bear in mind that ASCT does not give professional legal or accounting advice, and while care has been taken with this information, you should consider whether you need to seek advice before taking any actions or incurring costs.



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Caring for children in the Philippines since 1975

**ASCT, Community Link,
Surrey Heath House,
Knoll Road,
Camberley, Surrey.
GU15 3HH
01276 707633**

www.asct.org.uk, office@asct.org.uk
Charity Number 272328

Patrons: The Right Honourable Michael Gove MP,
Member of Parliament for Surrey Heath
The Right Revd Christopher Hill,
The Bishop of Guildford

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**EVENT
ORGANISING
GUIDELINES**

As the organiser of an event, you are responsible for making sure it complies with a range of legal requirements. Some of the key issues are listed below:

Health and safety

You must comply with Health and Safety regulations. Some useful free leaflets are available from the Health and Safety Executive. You should keep these regulations in mind when you are choosing your venue.



You must carry out a risk assessment and implement the 'precautions' identified through the risk assessment. Remember to include whether you will need a Criminal Records Bureau or Disclosure check. Have a named safety officer for every event and check that they have an appropriate level of expertise to take responsibility for health and safety. Always check through your 'precautions' listed in your risk assessment before you open the event to the public. If you are in doubt about the safety of any element, close it off to the public.

Licences

The simplest way to check that you

have the correct licences to carry out your event is to contact Local Authority. You are likely to need a licence if you are:

- o Providing alcohol or entertainment (which includes recorded music)
- o Holding a raffle, lottery or auction
- o Doing any sort of public collection
- o Putting up banners or signs in public areas

This list isn't exhaustive, if in doubt check with your local authority.

Insurance

Consider the issues your risk assessment has highlighted and make sure you have insurance cover for areas where you might be subject to a claim. Check the venue you are using has insurance that covers your activities and that you are able to access the insurance should you need to.

If you identify an area of risk in your 'risk assessment' that is not covered by insurance already provided, you will need to consider whether you need to take out insurance. ASCT does not provide insurance cover for fund raising events.

First aid

Your licence, risk assessment, and or insurance will most likely require you to have a first aid



service on-site. There are a number of organisations that will provide this including St John's Ambulance and British Red Cross.

Seeking permission

You must always ensure that the owner of the property understands what will be happening and that they give you permission, ideally in writing, to carry out your activity. If you have it in writing and the person who gave permission is not there on the day, then you may save yourself a real headache.

You should also contact ASCT to check that we are happy for the activity to take place in our name. Legally, you must have our permission to use our logo. Remember that if you are fundraising for ASCT, you must include our registered number on all fundraising documents, including posters promoting the event.

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If you have any questions or worries please do not hesitate to contact us. These are purely guidelines, do not be put off by them.