



My Special Event® – Charity

My Special Event® can help organise that “Special” Charity Fundraiser for you. Whether is a personal charity fundraiser for a cause close to you 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 to I Start?

Q: What type of Charity Fundraiser should I organise?

Q: Will people turn up to my fundraiser?

Q: There are so many charities out there which one should I choose?

If the above questions are ones you were thinking of then how about hiring your own Event Planner to help you get started.

Types of Charity Fundraisers

- A sponsored activity – Physical Activities: Abseiling/Swimming/Dancing/ World Record Attempts
- Auctioning something for charity – Art & 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 Fetes/ Discos/ Karaoke Competitions/ Sports Matches.
- Retro Video Gaming Events

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 contact Zoe Pniewski. We have examples of our newspaper reports of our events and photographs on our website of the events we have previously done.

Why Should I Choose an Event Planner like My Special Event?

My Special Event has over the years been involved in several fundraisers, some for world-wide charities 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 if it is a little or a lot, they can use it all so what are you waiting for?

What will My Special Event do?

1 Hour FREE Consultation

The first thing is an initial consultation with the client. This is normally an hour long and it is an opportunity for both client and My Special Event to meet and get to know each other.

The consultation can take place either at My Special Event or at a local venue which is convenient for both parties. It is an opportunity for an informal chat to throw around any ideas and make suggestions.

After the initial consultation, My Special Event will prepare a contract for the client outline what is expected of them. This will then be signed by both parties and a deposit paid to secure My Special Event's services and the date of their event. At this point Fees and Budgets will be discussed by both parties.

Event Planner? What will they organise?

My Special Event is on hand to organise several things for their client. The client, however, may wish to help with some of the organising and this is fine. All duties will be discussed at the initial consultation and My Special Event will organise a timetable of what is needed.

My Special Event can organise all or some of the following:

- Venue
- Budget
- The team needed – volunteers, suppliers – their contact details and requirements
- Catering if needed and beverages
- Transport to and from the venue for participants if needed
- Equipment needed for the event – furniture, electrical equipment, decoration needed, signage including any PAT Testing (If applicable)
- Legal requirements and permits for the event
- Marketing and publicising the event
- Organising any special requirements

What will happen after my Charity Fundraiser?

After any event, there is normally a follow-up meeting with the client to discuss how the event went, any feedback from the event and if needed is to distribute the donations to relevant charities.

My Special Event is here to help

At My Special Event, we will help you organise every aspect of your charity event and will be there on an actual day to help make sure things run smoothly.

FEES

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

This is a basic structure of the fees My Special Event will charge for events.

Most charity events will get discounted rates and on some occasions some fees maybe waived. **

- 1 Hour Consultation = FREE
- Subsequent consultations pre- contract = From £10/hr
- Hourly Fee will be charged for the work done of £20/hr **
- Mileage of 0.30p will be charged for any extra mileage needed to prepare or carry out the event. Mileage to and from the actual event will not be charged by My Special Event providing they are present on the day of the event. Otherwise a charge of 0.30p will occur.

Any payments should be made to My Special Event[®] by BACS, or Pay Pal. A receipt will be provided to prove payment. No Cheques will be accepted. A deposit and signed contract will need to be done to secure the date with My Special Event.

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

*****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 contact details and timings for the day. If for whatever reason My Special Event is unable to attend the day, then a suitable replacement will be sourced if available or alternative arrangements will be found.

If you would like to discuss your Charity Fundraiser and have a FREE initial consultation, then contact My Special Event the following ways

Telephone: Zoe Pniewski 07587158999 / 01243 829592

Email: info@myspecialevent.co.uk

Or visit Website: www.myspecialevent.co.uk and use our Contact Form and we will contact you