East Anglian Air Ambulance



HINTS AND TIPS TO HELP YOU ORGANISE A SUCCESSFUL, FUN AND SAFE EVENT

1 Choose the type of event you want to organise.

2 Complete risk assessments to keep everyone safe.

3 **Include:**

- Safe use of equipment
- Timings of the event (day or night events, seasonal considerations such as weather, etc.)
- Travel risks to and from event
- Cash handling
- Data protection
- Accessibility
- Any other risks identified.

4 **Depending on the type of event you are running you may need to consider:**

- Raffles, street collections, sporting, music or film events may require a licence. Your local authority will be able to provide you with guidance suitable for your event
- If you hire a venue or equipment, check that the hire fee includes insurance cover
- You may need to arrange public liability insurance cover – particularly if your event is in a public place or members of the public will be attending
- Any other risks identified.

5 If there will be food at the event (either for sale or to consume) it is vitally important that you follow basic food hygiene rules.

6 Follow current GDPR guidelines regarding the collection and storage of personal data (either on paper or electronic) and ensure data is not kept for longer than necessary or shared without permission.

7 **Useful information**

- Help with organising a fundraising event: *www.ciof.org.uk*
- Guidance with completing risk assessments: *www.hse.gov.uk*
- Advice on food hygiene: *www.gov.uk/government/organisations/food-standards-agency*
- Information for organising raffles: *www.gamblingcommission.gov.uk*
- GDPR guidance: *www.ico.org.uk*
- Planning your fundraising event: *www.eaaa.org.uk/support-us/fundraising/planning-your-fundraising*

8 If you would like to talk to a member of our team about your fundraising event, please contact our Supporter Engagement Team on **info@eaaa.org.uk** or **03450 669 999**.

Helimed House, Hangar 14, Norwich Airport, Gambling Close, Norwich, NR6 6EG
Registered charity in England and Wales. Registered Charity Number 1083876

Registered with FUNDRAISING REGULATOR