

Black Tie Event Guide

Organising a charity black tie event can be a daunting prospect, but with proper planning and organisation this can be a huge money-maker!

Getting ready for the event

- Find a venue - Remember that the main objective of a charity ball is not to stage the most lavish spectacle, but to raise money for the cause whilst providing a good old knees-up! You could ask your town hall, community centre, or a hotel if they can offer you a discounted rate as it's a charity event.
- Organise food and drink - In order to reduce costs you could make this yourself, or see if catering companies would be willing to cater at a discounted price.
- Find some entertainment - Consider your audience before booking any entertainment, you want it to be suitable for everyone attending. Ask around friends and family to see if they have any connections to a band or entertainment group.
- Advertise the event - Set a date and start publicising the event through social media, and make posters or flyers to put up in and around the venue.



Dawn raised £11,490.00 at her charity ball!

- Dawn Whiteman



On the day

- Arrive at the venue early to ensure you have plenty of time to get everything ready and decorate.
- Recruit volunteers to help you on the night and give each of them a different responsibility.
- When guests arrive greet them and show them to their seats.
- Don't forget to give a brief speech to thank everyone for coming, and to talk about the life-saving work that the money raised will help to fund.

The important bits

- Be aware of alcohol consumption at the event and try not to promote drinking.
- Make it clear that non- alcoholic drinks are available and make sure nobody under the age of 18 is consuming alcohol.
- Keep the money you raise safe and pay it in to MRF as soon as you can.

Top tips

- Run a raffle and have collection boxes dotted around the venue.
- Give your event a theme! You could do a Masquerade Ball, Mad Hatter's Tea Party, or a Night With the Stars
- Ask your venue if they have a cloakroom that you can run for the night to bring in additional donations.
- Ask friends or family who were unable to attend to make a donation to your fundraising page instead.

What you'll need

- Venue
- Large tables and chairs
- Food and drink
- Decorations
- Entertainment, and any equipment they need to perform

"Definitely run a raffle as part of your event, I raised around £400 extra from mine!"

- Glenn Worth, London Marathon