

# Club Night Guide

Some people love clubbing, so why not utilise this and organise a big fundraiser!

## What you'll need

- Venue
- DJ's
- Posters
- Props for a photobooth
- Cash float for tickets
- Seasonal props if you're doing a theme



## Getting ready for the event

- Find a venue - Contact multiple nightclubs (including your SU if you're a student!) to enquire about prices and availability. That way, you can choose the one that offers you the best deal.
- Set a date - Think about what days will bring in the biggest crowd, and if you want to theme it to a holiday.
- Advertise the event - Start publicising the night on social media, and make posters or flyers to put up around the venue, bars, cafes or public areas.

## The important bits

- Be aware of alcohol consumption at the event and do not promote excessive drinking.
- Make it clear that non-alcoholic drinks are available, and that everyone is welcome to attend whether they drink alcohol or not.
- 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.

Halle raised over £1,500 at her Silent Disco club night!

- Halle Fowler, Machu Picchu



## On the day

- Arrive at the venue early to ensure you have plenty of time to get everything ready and decorate the venue.
- Post some social media posts to remind people about the night and do some last minute promo - lots of people buy tickets last minute!
- Stand on the door to check people's tickets and sell them on the door.
- Recruit volunteers to help you on the night and assign each of them a role. For example, taking photos, checking tickets, running the cloakroom etc.

## Top tips

- Think about incorporating a theme, either for genre of music, dress code or both! You could go for a Throwback Thursday or 2000's theme, or line your night up with holidays like Halloween, St Paddy's or Christmas.
- You can put QR codes with a link to buy tickets on your posters. Search for a free QR code creator online.
- Boost donations by running a glitter stall, asking the venue if you can take over the cloakroom, or seeing if they will donate a cut from the bar that night. One way to do this is asking the bar if they would run a 'Round to the pound' option for the night with the extra money donated to your cause.
- Encourage people to take photos in the photobooth and post them on social media, tagging your team Instagram. This will help boost awareness of your fundraising challenge, and hopefully bring in some donations to your online fundraising page.
- Ask any friends who were unable to attend to make a donation to your fundraising page instead.

Rosie and Georgina raised £284 from selling glow sticks outside a nightclub!

- Rosie and Georgina, High Atlas Trek