# **Take Me Out**

**Let the fund – see the raising! A hugely popular event that could help give a big fundraising**

**boost to your team or even spark love.**

## **Getting ready for the event**

1. **Pick a Date – You can find love at any time of year, not just valentines…**
2. **Select a Venue – Explore different venue options with a large floor space and bar. Student Unions are often an ideal location for this kind of event.**
3. **Organise your Team – Select your participants (4/5 people is perfect) and plan who is taking on each responsibility such as; securing materials and prizes, social media, securing the date and venue location, getting a fun presenter, microphone, stage and chairs for the audience, getting raffle prizes and getting participants to take part.**
4. **Advertise the event – Create an event and get as many people as possible to invite their friends/family (the more popular an event looks the more people will go). Post registration forms and fun creative ways to make the event seem fun!**
5. **Get your girls and guys – Make sure you have enough girls on the stage and guys as participants. Ask businesses to donate prizes, such as vouchers for a romantic meal at Nando’s.**

## **What you’ll need**

* Venue
* Tables, stage, chairs and microphone
* Lights to turn off (or alternatives such as balloons to pop – just make sure your SU is ok with you doing this)
* Restaurant vouchers for the lucky matches
* Someone to present the show

## **On the day**

Make sure the stage, chairs and venue is set up. Have people on the entrance with a bucket, marker pen and loose change float to collect entry off of everyone who enters (£3 is a good amount). Once the event is busy, keep someone on the doors for latecomers and make sure your participants and presenter are good to go.

Have fun with the event with a bar break in the middle of the show and do a bucket collection around every person too. Make sure someone is giving the lucky matches their prizes, and ensure someone is moving new participants onto the stage when needed.

## **Post event**

Do a shout out and one last bucket collection. Make sure all money is banked securely immediately and tell your team how much to add to their pages the next day.

## **Top tips**

* Get a charismatic presenter to make the night!
* Make sure to keep collecting donations all night
* Add a raffle to the event and sell tickets during the break