

# Tapas Night Guide

Why not get into the Spanish spirit and organise a tapas night to raise money whilst enjoying some great food!

## Getting ready for the event

- Select a venue - Find a suitable venue that has enough room for large tables and chairs. A village or church hall is an ideal location, and shouldn't cost much to hire out!
- Advertise the event and sell tickets - Set a date and create an event on social media and get your friends and family to promote the night by sharing it / inviting their friends. You could also make some posters to put up around your local area.
- Sell tickets - Sell tickets in advance and on the door for around £5 each, which includes food and a glass of sangria/ non-alcoholic alternative on arrival.
- Prepare the food - Ask neighbours and friends to each make a dish to bring along to save you having to do all of the cooking!



## What you'll need

- Venue
- Large tables and chairs
- Food and drink
- Raffle prizes
- MRF decorations (balloons, banners, etc.)

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Talita raised £465.10 from her Tapas Night!

- Talita Henderson, Everest Base Camp

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## On the day

- Arrive at the venue early to ensure you have plenty of time to get everything ready and decorate the venue
- Greet your guests, sell tickets to those who haven't bought them in advance and give them their glass of sangria. Allow everyone to take a seat and make sure you have some Spanish music playing!
- Once everyone has arrived and is seated, serve the food and offer people more drink (for £1/2 a cup).
- You could make the night more fun by encouraging people to try some salsa dancing or other Spanish-themed activities!

## Top tips

- Run a raffle and have collections boxes dotted around the venue to help bring in extra donations.
- Ask any friends or family who were unable to attend to make a donation to your fundraising page instead.

## 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.



**For more information contact  
[fundraising@meningitis.org](mailto:fundraising@meningitis.org)**

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

- Glenn Worth, London Marathon

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