# **Club Night**

**Perfect for small groups of between 2-4 people.**

## **Getting ready for the event**

1. **Pick a Date and Venue – Contact multiple student-friendly nightclubs and find out which days are available and what they can offer you to get the best deal. Agree with your team which venue you want to go with and get it booked.**
2. **Advertise and sell tickets – Create your event and get as many people as possible to promote the night by sharing/inviting and helping put posters up across University. Find a way to buy tickets online or have set days/evenings in your student union where you will be selling tickets.**
3. **Organise your team – Decide who is taking on what responsibilities such as; securing tickets and how to sell them, getting materials and a DJ for the venue, advertising on social media and contacting societies to make it one of their social nights out.**

## **What you’ll need**

* Venue
* DJ
* Posters
* Numbered tickets for cloakroom
* Themed props for your photobooth!

## **On the day**

Ensure the venue is prepared and DJ is en route. Have at least 1 person on the door selling and checking tickets.

## **Post event**

Ensure all extra money is banked immediately and do not take any unnecessary risks carrying lots of cash late at night. Tell your participants how much to add to their pages the next day.

## **Top tips**

* The most popular club nights often have some kind of theme, look into themes that other nightclubs have used in the past for inspiration. The best themes usually incorporate both the genre of music and the dress code, for example, you can’t go wrong with a good old Throwback Thursday!
* Encourage people to take photos in the photobooth and post them on Facebook after the event so you can tag them – and increase the number of people who see (and hopefully donate to) your fundraising page!
* Make some extra money by having a glitter stall or running the cloakroom, for example.