

# Club Night Guide

Students love clubbing, so why not utilise this and organise a big fundraiser at your university!

## What you'll need

- Venue
- DJ
- Posters
- Props for a photobooth
- Cash float for tickets

## Getting ready for the event

- Find a venue - It's worth contacting multiple nightclubs (including your SU!) to find out what days they are available and what they can offer you. That way, you can choose the one that can offer you the best deal, for the most reasonable price.
- Set a date - Think about when students are most likely to be keen for a night out (e.g. not around exam time, or the day before lots of people have 9am lectures!)
- Advertise the event - Start publicising the club night through social media, and make posters or flyers to put up in and around the venue/ your university.



## The important bits

- Be aware of alcohol consumption at the event and try not to promote excessive 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.

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

- Halle Fowler, Machu Picchu

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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 (if applicable).
- Stand on the door to check people's tickets or 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

- The most popular club nights often have some kind of theme, with the best ones usually incorporating both the genre of music and 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 that you can tag everyone. This will help boost awareness of your fundraising challenge, and hopefully bring in some donations to your online fundraising page.
- Boost donations further by running a glitter stall, asking the venue if you can take over the cloakroom, or seeing if they will donate a cut of takings from the bar that night.
- Ask any friends who were unable to attend to make a donation to your fundraising page instead.

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

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

- Rosie and Georgina, High Atlas Trek

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