

# A guide to organising a film night

Bring your community together for a fun filled evening and host a film night to raise vital funds for Children's Hospice South West (CHSW). Every penny raised directly helps the babies, children and young people we support, and their families.

## 😊 Before your event

**Venue.** Choose a suitable venue, this could be a village hall, community centre, school, college, meeting room at work or even at home depending on numbers. Try and source it for free so there's no additional costs.

Choose somewhere that is easily accessible, has plenty of parking and seating available, and kitchen facilities if you plan to offer food and drink.

**Date.** Make sure the date is suitable for the time of year and doesn't clash with other events in the area. Give yourself enough time to organise and promote the event. Then be sure to share the event details with all your family, friends, and colleagues.

**Tickets.** Decide on an appropriate ticket price. Ideally sell tickets in advance to help with your planning.

**Licences.** You will need a premises licence to show your film. Check with your venue and local authority if your requires additional licences such as to sell alcohol, play music or for raffles.

**Health and Safety.** Please ensure you discuss health and safety and insurance requirements with your chosen venue.

## 😊 Promoting your event

There are lots of ways to spread the word about your event, here are a few ideas:

- 😊 Set up a Facebook event, share and ask followers to do the same. Remember to tag CHSW so we can see what you're up to and say thank you!
- 😊 Share your event into local Facebook groups to get the wider community engaged
- 😊 Create posters and flyers with the event details, and place them around your local town. There is a template at the end of this guide for you to use
- 😊 Ask family, friends and colleagues to come to the event and bring their friends along too
- 😊 Send your event details to your local newspaper and radio to help spread the word
- 😊 Add your event to your local 'What's on' guide
- 😊 You can find further fundraising materials and information about CHSW available to download on our website: [www.chsw.org.uk/tools](http://www.chsw.org.uk/tools)

## 😊 Boost your fundraising

- 😊 Raffle off a movie night treat hamper. Ask CHSW for a Letter of Authority so you can approach local businesses for prizes
- 😊 If your venue allows, set up a tuck shop and drinks station where people can purchase refreshments before the film starts
- 😊 Double your money - ask your team of helpers if they work for a bank or company that offers matched funding and if they do, ask them to apply to support your fundraising
- 😊 Think about getting your event sponsored by a local business, as this will help cover costs and help you raise more
- 😊 Ask family and friends who can't make the event to consider donating instead.



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children's hospice  
SOUTH WEST

## 😊 People and resources

You are likely to need a merry band of volunteers to help you on the night. Roles and equipment may include:

- 😊 People to meet and greet, and someone on the door to sell and take tickets or money
- 😊 A couple of people to sell raffle tickets to guests and draw the winning tickets
- 😊 Refreshment servers
- 😊 A technical coordinator to play the film and get everyone comfortably seated
- 😊 Think about what equipment you might need, for example a PA system, microphone, projector, DVD/BluRay player and screen to show the film
- 😊 We also have various CHSW branded items you can use, such as bunting, banners, collection tins and buckets - please CHSW in advance for any of these.

## 😊 During your event

- 😊 Arrive early to set everything up
- 😊 Consider planning an interval to draw the raffle, and sell additional refreshments to boost your fundraising
- 😊 Plan a moment during the evening to say a few words about Children's Hospice South West, why you have chosen to support us, and if you know, announce how much you have or hope to raise. This is a great opportunity to thank everyone for their support. We can provide you with a few bullet points if you aren't sure of the right words to say about the charity.

## 😊 How your fundraising helps

By organising and hosting a film night, you will be helping Children's Hospice South West make the most of the lives of babies, children and young people with life-limiting conditions and their families. The funds you raise will help to support families now and in the future.

Each hospice is a loving and caring place, where every member of every family who stays can forget their worries for a while, be a family again and receive expert care and support with facing an uncertain future.

## 😊 After the event

- 😊 Pay all donations to Children's Hospice South West as soon as you can. You can do this online, send a cheque in the post or take cash to your local hospice
- 😊 Return any supporter items to the hospice like collection tins or buckets
- 😊 We will send you a thank you letter and certificate so you can let guests and volunteers know how much they helped you to raise, this is a great way to thank them again!

## 😊 Here to support you

Our Fundraising Teams are on hand to support you, simply contact your local CHSW hospice.

### Little Bridge House

Redlands Road, Fremington, Barnstaple,  
Devon EX31 2PZ ☎ 01271 325 270  
lbh-fundraisingteam@chsw.org.uk

### Charlton Farm

Charlton Drive, Wraxall, North Somerset  
BS48 1PE ☎ 01275 866 600  
fundraisingteameast@chsw.org.uk

### Little Harbour

Porthpean Road, Porthpean, St Austell,  
Cornwall PL26 6AZ ☎ 01726 871 800  
reception.lh@chsw.org.uk



Making the most of short and precious lives across the South West  
[www.chsw.org.uk](http://www.chsw.org.uk)

Registered Charity No. 1003314





# Raise a smile fundraising event



for

## Children's Hospice South West

Event

Where

When

Contact

