

# **Charity Event Planning**

There are many different activities and virtual events currently taking place virtually to help us raise money and awareness for different charities and organisations during the current lockdown.

So for today's Project Management task, we wanted you to imagine you were organising your own charity event (after social distancing rules are lifted.) This could be a disco, a competition, a street party, a show... it's up to you!

What we would like you to do is plan out the event, cost it up, and create a guest list, invitations and posters for your event.

Don't forget to include information about what you are raising money or awareness for.

Also remember that you type of event you plan might raise very different amounts of money or awareness.

Imagine you have a budget of £1000 and four hours on a Saturday for your event to take place (you can choose what time of day it would be). We have provided a price list and checklist of what you need to do below.

Remember whilst this is all currently in our imagination, there's nothing to stop you using your new project management skills to organise an event after lockdown finishes!

#### To do:

Pick a charity/ cause
What kind of event?
When and where will it take place? (Date/ Time/ Location)
Write a guest list
Plan out the budget for your event/ decide on a ticket cost
Produce invitations/ posters for the event
Create a 'schedule' for what will happen at the event
Give details about how you will raise money/ awareness during event.

As always, make sure you share your work with us by posting online and tagging us in @pieuksocial. Try and posters or invitations to your event, or event an overview of your costings!



### **Price list**

Cold Buffet - £3 per person	DJ - £50 per hour (£70 per hour with lights)	Community Centre sports hall room hire - £40 per hour	Disco/ Stage lights hire - £40
Hot buffet - £4 per person	Magician - £40 per hour	Hotel event room hire - £70 per hour (includes 2 staff to help)	Photo booth - £150 for whole event
Three course sit down meal - £10 per person	Live band - £120 for a 2 hour set	Staff to help at event - £12 per person per hour	Pick and Mix stand - £120 for whole event
lce cream van - £100	Large banner - £30	Bouncy castle hire - £80	Party bags - £2 per person
Popcorn machine - £60	Bunting and other decorations - £50	Bubble Machine - £20	Cupcakes - £1.50 per person
Unlimited soft drinks - £2 per person	10 Balloons - £30	Smoke machine - £30	Karaoke Machine - £60 for whole event

(Don't forget to think about what other things you could include that would be free, or that you could run with donations from businesses – like a raffle.)

## Budget (Total £1000)

<u>Items</u>	Cost

### **Total Cost:**

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### **Schedule for event**

<u>Time</u>	Activities for guests	What needs doing by staff
Before		3411
event		
Hour I		
Hour 2		
Hour 3		
Hour 4		
After the event		

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