**Ideas for Fundraising Events**

***Music Sunday is about celebrating church music as well as raising money to support its future. So, plan, advertise and collect donations and Gift Aid, but also please tell the RSCM about your event and why it was really successful.***

**1. MUSIC SUNDAY CHORAL SERVICE COLLECTION**

One of the easiest methods for raising funds is through a collection at a Music Sunday service. Make sure that you collect Gift Aid on any eligible donations. Forms and envelopes that meet HMRC requirements for Gift Aid, are available on the RSCM Music Sunday website. There are special prayers and specially commissioned music available on the resources section of the Music Sunday pages of the website.

**2. CONCERT**

Together with a choral service, this is probably the most enjoyable way to celebrate Music Sunday. In addition to your church choir and musicians you may want to invite other local musicians to take part to provide a varied programme and appeal to an audience that is not so familiar with church music. That way you can publicise the wonderful music of the church and perhaps introduce its magnificence to a new audience.

You can raise funds by selling tickets, asking for a donation on entry, or holding a collection at the interval. Refreshment sales during the interval (but check licensing regulations) will also boost your fundraising. Remember to collect Gift Aid on any donations - but you cannot collect it if you are *selling* tickets.

See the separate downloadable advice on publicising your event and getting coverage in local media.

**3. MUSIC MARATHON AND SPONSORED SING**

Make the most of your musical talents and RSCM enthusiasm by holding a music marathon with different groups or individuals performing one musical piece after another. You could raise funds by sponsorship (there is a sponsorship form on the Music Sunday website) –either by time or number of hymns, psalms etc., charging admission or through a collection. Make sure you publicise your event to get as many musicians involved as possible and an audience to support them in their marathon.

**4. AN AUCTION OF MUSICAL (AND OTHER) PROMISES**

If you have only a small number of musical promises, an auction could take place in the interval of a concert after your musicians have showcased their talents. If you have collected a good number of promises, you may want to hold a separate auction alongside a social event that will give you the necessary time.

***Step-by-step guide, adapted from*** [***www.pta.co.uk***](http://www.pta.co.uk)

To ensure maximum variety and value, consider offering a combination of promises, products and services - this will guarantee that there's something for everyone. And make sure you promote the event as the more people who come along the more money you'll raise.

***a) How, where, when?***

By far the best and most enjoyable auction is one that's organised as a big social event. It can take 2-3 hours, so you might want to consider having a break mid-way with some food on offer. Select a date that doesn't clash with anything else in the area and make sure you get a listing in the local paper.

***b) Be prepared***

Firstly, elect an 'auctioneer' - someone with a big personality who can make amusing quips, but who can also handle the rabble (and a gavel)! They will need to call out the Lot, with a brief description and what it's worth, then start the bidding… You will also need several volunteers to collect details and money and someone to run the bar/ do the food.

A decent PA system is vital- you could have complete anarchy if the auctioneer can't be heard!

You will need to have public liability insurance and undertake a simple risk assessment. If having a bar, make sure you obtain the correct licence.

***c) Secure the auction promises***

Create a form entitled 'I am giving...' with room for a description of the 'promise', including how much it's worth and any exclusions (e.g., a meal for two from a local restaurant might only be valid from Monday to Thursday). Make sure that a name, address and telephone number are included. Send this out to your choir, musicians and congregation. Then look to the wider community - contact local businesses, local celebrities or your MP. Make sure that all donations are back about 2 weeks before the event.

Ideas for donations can span quite a range. Here are a few examples of some you might expect or even suggest:

* 1 hour playing by a musician or musicians for a summer party
* A band of musicians for a ‘special’ birthday
* A singing telegram
* Meal for two at a local restaurant
* A free taxi ride
* Gardening services
* Babysitting services
* Ironing or housework
* Bike servicing
* Dog walking
* Car wash

***d) Final preparations***

At least a week before the event, give each donation a number and publish the list in a number of prominent places.

Let the auctioneer have a good look at the list, so that anything particularly funny can be used to keep spirits high.

***e) Alright on the night…***

Specify the rules and that money will need to be paid on the night or within 7 days, (it's worth warning bidders beforehand so that they come prepared). If you have too many promises to run through on the night, you could always save some of the least interesting for a silent auction. Specify the Lots which will be featured and leave the best Lot until last to finish on a high.

**5. MUSIC QUIZ**

Try a music quiz at £1 per play (there are lots of websites where you can find quiz questions) – it could even run alongside a concert.

**6. BARBECUE**

Adapted from [www.faithclipart.com](http://www.faithclipart.com)

Take advantage of good summer weather with a barbecue! It can be great fun, and an easy way to provide a good, low cost meal for a lot of people.

Allow plenty of time when planning your event, and make sure you have enough volunteers to help with setting up, cooking, serving and clearing. Members of your congregation could be asked to each bring a covered dish or a dessert, in addition to the main barbecued fare you'll be providing.

A lovely garden might be perfect for an event like this, so it’s worth asking around to find someone willing to allow the church to use their property for a Saturday afternoon. And some musical entertainment would be ideal – especially for a celebration of Music Sunday!

Make sure that there's a clear chain of communication between you and your volunteers. It will help to have a master list of what everyone is bringing or contributing.

Think about your budget, and how much you'll be able to spend while still turning a decent profit. Consider contacting local shops, department stores, and party planners who might be willing to donate food, drinks, plates, napkins, cutlery, tables, chairs, cooking equipment, and just about everything else you'll need to make sure everyone has a fantastic time. Depending upon the intended location of your barbecue, it's also a good idea to arrange for a tent to be set up, so that there is shelter from the sun (or rain!).

If you receive help from local businesses, be sure to publicly thank them for their support. Arranging for charitable contributions will help keep your costs low, increasing the profitability of your fundraising.

**7. COFFEE MORNING**

Adapted from [www.ideasfundraising.co.uk](http://www.ideasfundraising.co.uk)

Coffee mornings are a great British tradition. Large or small, they are the perfect activity for conversing, mingling, and raising money for a charitable cause.

#### *Find a venue.*

#### One of the great things about holding a fundraising coffee morning is that your event can be any size you like. Choice of venue plays a big role in this, so you will need to decide where you'll hold your coffee morning before you proceed with planning.

Fundraising coffee mornings are commonly held at homes or in the workplace. These places offer a cosy setting, along with easy accessibility for those attending. Homes and most offices also have kitchens and seating areas for your guests.

If you're planning a larger coffee morning, you can also investigate spaces within your local community. As your event is being held during the morning hours, community halls and businesses may let you use their space for free or for a reduced rate. In fact, a local business may benefit greatly from having so many guests come into their shop at a typically slow time for sales!

If you do decide to hold your coffee morning in a community area, you will need to visit the premises beforehand to determine how many people the space can accommodate and ensure it's appropriate for your coffee morning.

#### *Planning your coffee morning*

Once you've chosen your coffee morning venue, choose a date that is far enough in the future so you can make adequate plans; this will also ensure that more people are able to plan ahead and attend.

Coffee mornings can be very basic set-ups, or you can choose to optimise the event for additional fundraising. Initially, all you need is a facility to make and serve coffee, and a collection box for donations (and don’t forget the Gift Aid envelopes and pens (see separate downloadable templates).

You should plan in advance whether you're going to sell coffee for a fixed price or accept any donation as a goodwill gesture. Determining how much it actually costs to make a cup of coffee is instrumental in making this decision.

Also, make sure you collect donations in a prominent place. Don't be ashamed to ask for additional donations or talk about your fundraising cause; that's why people are there!

#### Additional fundraising opportunities

Although you can raise a decent amount of funds by holding a basic, no-frills coffee morning, you may also wish to take advantage of additional fundraising opportunities, such as selling cakes and biscuits or holding a quiz or auction of promises.

You can double or triple your fundraising during a coffee morning by holding additional activities. The longer people linger at your coffee morning, the more money you'll raise for your charitable cause!

#### Publicising your coffee morning

How, and to what extent, you advertise your fundraising coffee morning depends primarily on your choice of venue.

For a smaller gathering, like in a home or small office, you can simply invite people by word of mouth or by sending invitations. However, you should ask people to RSVP for a home or office coffee morning, so you don't under-prepare for the number of guests who will attend.

For a community coffee morning, you'll need a bit more publicity. Make signs to advertise your event, with the date, time and location displayed prominently. Also, ask permission from local businesses to leave fliers on the counter for interested parties. You can even go door-to-door or make announcements at other local events, such as bingo or school recitals, to publicise your event. (See the separate downloadable advice on publicising an event for more ideas.)

#### On the day

Be sure to arrive at the venue early to set up chairs and start making coffee. It's inevitable that some people will arrive ahead of schedule!

It's a good idea to have someone positioned near the door to recommend donations and inform people of other events taking place (such as cake sales or contests). Remember, you will need to set your own policy about minimum donation amounts; however, most people who come to a coffee morning understand the process and are happy to contribute without prompting.

Once your event is in full swing, all that's left to do is mingle, keep the coffee pot brewing and tell people about Music Sunday and why you are raising money.