

# Fundraising for kindred

## Event planning guidelines



Thank you for organising a fundraising event for Kindred! Here's a reminder of how you can keep your event safe and fun.

### THINGS TO BE AWARE OF:

Make sure that your venue meets the legal requirements of your event.

Does it have capacity for the number of people?

Does it meet all the fire and licensing laws etc.?

There are more things to consider overleaf.



[www.kindred-scotland.org](http://www.kindred-scotland.org)

email [fundraising@kindred-scotland.org](mailto:fundraising@kindred-scotland.org) or call 0800 031 5793



# Event planning guidelines continued:

## First Aid

Ensure you have appropriate emergency plans in place and informed the relevant authorities of your event.

Ensure you appointed adequate trained first aiders and ensured there are first aid boxes available

## Money

Ensure personal safety of anyone who is collecting or carrying money and its best if this isn't a lone activity

Ensure you are only taking donations or collecting sponsorship money from people you know.

## Useful contacts

### Police- non emergency

Ring 101

### St Andrews First Aid

Ring 0300 4666 999

Contact your local authority or fire brigade for local guidance.

Contact Kindred if you have any queries or email for our full events planning guide [fundraising@kindred-scotland.org](mailto:fundraising@kindred-scotland.org)

## Children

Ensure all children under 16 years old are accompanied by a supervising adult.

Ensure you have made provision for lost children.

## Insurance

Ensure you have appropriate insurance for your event, e.g. public liability insurance.

Ensure that all your event goes will be safeguarded throughout your event.

## Legal guidelines

Ensure you have followed all appropriate legal guidelines and sought all appropriate permissions

- Licencing laws
- Food and hygiene
- Trading etc.

**These guidelines are intended as general advice and all the information provided is accurate at the time of publication.**