

## **Sponsored event pack**

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Walk – anything from 1 mile to the 3 peaks, get fit and raise money at the same time

Run – again, it doesn't need to be far to make a difference

Cycle

Ebay sale, get a load of your old bits and bobs from you and your friends and list them on Ebay. Say in your listing that you are giving the proceeds to charity

Ball or auction event

And there are millions more ideas online.

Even better, do something unique that can raise awareness of the issues faced by our service users.

#### **Page 2 Getting Permissions**

If you are holding an event to which other people will come or in a public space, you may need to seek permission. Please use the following advice as guidance for holding your event.

1. You may need to speak to the Local Authority that you are holding your event in. Speak to someone at the Local Council and they will give you all of the advice that you need.
2. Depending on the size of your event, you may need public liability insurance. If you are hiring premises or holding the event on public land, there may be insurance in place already. Ask around and don't pay out if you don't have to.
3. Use guidance sensibly. Even the most astute advice can sometimes be overboard. If there are 5 of you doing a sponsored walk, for example, there is little chance of you requiring a traffic control officer to see you through safely.
4. If you are broadcasting recorded music, using other people's material or showing someone else's film footage, you will need to gain a public performance rights license.

#### **Page 3 Health and Safety**

Health and Safety is an issue that we all need to contend with. Please consider anything that you are doing that may cause an accident to either yourself or others affected by your activity. Follow these simple steps to make sure that you have considered some of the basic issues. For larger or more complicated events, you will need to extend this guidance and seek further advice.

1. Think about the activity. Could any of it pose a risk to either yourself or other people?
2. If yes, think of ways that you could minimise the risk.
3. Make sure that you have adequate resources in the event that something should go wrong (i.e. First Aid kit, First Aid qualified person, emergency mobile contact number)
4. Write down your plan and share it with everyone connected with the event

Remember, Health and Safety is not meant to be a nightmare, it is designed to help you think through what you are doing.