

Cystic Fibrosis is a fight we must win

How to organise a ball/dinner/dance

Organise a ball, dinner or dance for a glamorous way to raise vital funds to help us beat cystic fibrosis for good!

Events and fundraising enquiries:

t: 020 3795 2176 or e: events@cysticfibrosis.org.uk



1

Planning

Balls take 6-12 months planning and careful financial management.



2

The date is crucial

Avoid Bank Holidays, national and local events. Try negotiating discounted venue hire or a catering/drinks package.

5



Speech

Auctions and raffles should be preceded by a short speech, tactfully reminding people why they should dig deep!

6

Market the event

Send out a "Save the Date" early and ask friends and family to sell tickets/tables for you.

7



Volunteers

You'll need plenty of on-the-night volunteers who aren't afraid to pitch in.

4



Theme

If you choose a theme, use it to inspire the food and entertainment. Book music or DJs in advance.

3



Seek support

Ask your Community Fundraiser for a Letter of Authority then sell space in programmes or on tickets, asking for prizes and sponsors.



Don't forget, your Community Fundraiser is here to help and can offer promotion materials, advice and support!