

PLANNING AND ORGANISING AN EVENT

We are delighted that you want to raise money for Air Ambulance NI. Please be assured that we will do our best to provide you with as much support as you need every step of the way so that your efforts will be as successful, rewarding and memorable as they can be.

Below are some top tips for making your event fun, successful and stress-free.

Try and keep it simple. Ask friends, family or work colleagues for some help or support. Try to link it in with something you love - that makes it easier and more enjoyable!

Please let us know that you are planning to organise a fundraising event. We can help support you with information, fundraising supplies and guidance to help make it as stress-free and enjoyable as possible. You can call our team on 028 92622677

Try to have your event date scheduled in well in advance of the event. Look at the calendar and ensure it doesn't clash with other big events that may be important to your potential supporters.

Put together a plan including expenses and costs that you may have to pay up front. Think about how much you would like to aim to raise for Air Ambulance NI. It costs £5,500 a day to keep the Air Ambulance NI service going and £500 for a tank of fuel which would last around 1 hour.

Seek Permission and check legal requirements. You can have a look at our 'Keeping It Safe and Legal' page on this site

If you organise an event that involves the public in any way you will need to ensure that you or the venue has public liability insurance. Be sure to check with the venue as they may well already be covered.

Publicise your event. This is an important aspect of organising an event for a charity. As a charity, raising our profile is an important way for us to help the public know we are there- and also a great opportunity to let people know about your event!

After the event, don't forget to thank everyone involved. Who knows you might need their help at your next event! We can help you with thank you letters to any supporters/donators.

Lastly, we want you to have fun and enjoy your fundraising experience!