How to do it: *keep it legal*

**Collecting money**
If you organise a collection in a public place you will need to get a license from your local authority. If you’re collecting on private property, you just need to ask permission from the owner.

**Raffles or lotteries**
There are a number of regulations that you need to be aware of. Find out what to do at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

**Promotional materials**
If you want to make any promotional materials to support your fundraising, you must ensure they include our registered charity details. We can send these and our logo to you. Contact the Fundraising team for details.

**Licenses**
If you are going to have alcohol, music or entertainment, you may need a license. Check with your venue first though in case they already have these. You can find out more here at the Institute of Fundraising.

**Food**
If you’re providing the catering yourself, please do follow basic food hygiene procedures. See [food.gov.uk](http://food.gov.uk) for more details.

**Risk assessment and insurance**
It is a good idea to carry out a risk assessment before the big day to highlight any potential hazards. It may also be necessary to take out public liability insurance as we cannot accept responsibility for any accident, injury, loss or damage as a result of your event.