

Community Events



Toolkit

An easy-to-use guide to help you and your community run your own events





Photo: Lene Terland



Photo: Anna Van der Poorten



Photo: Jacqueline Shearman



Photo: Anna Van der Poorten



Contents

Page 4 - Introduction

Page 5 – Define and Design it

Page 6 – Fund it

Page 7 – Make it happen

Page 8-9 - Health & Safety Guidance

Page 10 – Promote it

Page 11 – The Event day

Page 12 – Post Event

Resources

Appendix 1 – Define and design your event worksheet

Appendix 2 – Budget template

Appendix 3 – Event planning timeline template

Appendix 4 – Event schedule template

Appendix 5 – Event contact sheet template

Appendix 6 - Risk Assessment template

Appendix 7 – How to conduct a Risk Assessment

Appendix 8 – A-Z Event planning checklist

Appendix 9 – General event planning timeline

Appendix 10 – Example children and young people
photo consent form

Appendix 11 - Example photo consent form (Over 18s)

FAQs

Introduction

This toolkit has been designed to help you to set up and run your own community events. Organising a successful event is really all about being creative, good planning and taking sensible precautions where necessary.

The toolkit has information and tips to help you tackle challenges to organising community events and to keep the process as easy, straightforward and enjoyable as it should be.

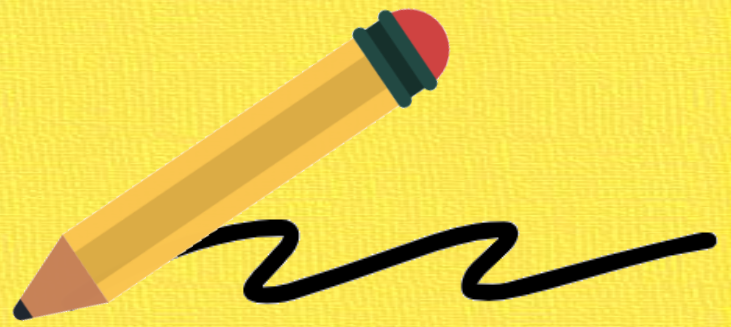
The toolkit is divided up into two main areas:

- 4 Steps to creating your community event
- Resources

4 Steps to creating your community event:



Step 1:



Define & Design it

Good planning is vital to a successful event. Whatever sort of event you wish to hold, the planning will often follow the same general pattern. You need to:

- **Be clear about what you want the event to be, what you want to achieve, and its size and scale.**

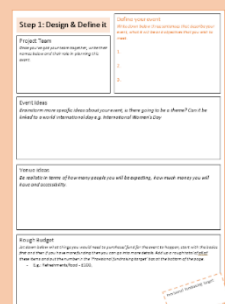
Discuss with your fellow organisers what you want the event to achieve – For example, will it:

- Bring the community together
- Raise money for a good cause
- Encourage a particular activity, such as a sport or crafting etc...

- **In defining the event, you will need to decide:**

- Who do you want your audience to be?
- Will there be activities for a range of different people?
- How many people are you expecting to come to the event (think both *minimum* and *maximum*)
- Do you have the correct facilities at the event space?
- What will you do if you have planned to have the event outside, but it is scheduled to rain on that day?

Use this worksheet (Appendix 1) to brainstorm and get your event ideas down on paper



Step 2:

Fund it



To bring your event to fruition, you will need funds to make sure everything from musicians to refreshments are covered. The funding for your event usually reflects the size and expense of what you want to do with it.

Draw up a budget:



Regardless of the type of event you are organising, having an accurate working budget is critical. Make sure you have a 'contingency' in your main budget – this is money set aside to cover unexpected costs during the event planning process. The contingency usually makes up 10% of the overall budget.

Use Appendix 2 to draft your budget

Below are a few examples to get you thinking about where your events funding can come from:

- **Grants** enable community groups to provide services, events and activities that promote social integration, wellbeing, activeness etc.



Examples: Estate's Community Event Support (Contact: Community Engagement Team); City of London's Stronger Communities fund



- **Crowdfunding** is the practice of funding a project or venture by raising small amounts of money from a large number of people, typically via an online campaign. Example of Crowdfunding Platforms: Spacehive; Kickstarter



- **Sponsorship** can either provide hard cash or benefits in-kind. It is best practise to offer anyone who sponsors your event something in return, e.g. placing their logo on to your events marketing materials etc. Examples: Local hotels, businesses, companies

Step 3:

Make it happen



Now your event is starting to take shape, it is time to nail down the finer details. From booking a venue to hiring facilitators to run a craft activity, these details will help the event run as smoothly as possible.

Create an event-planning timeline:



Set some key dates and aim to stick to them. Planning an event does not need to be stressful. A clear project schedule will outline what needs doing, when it needs to be done by and who is going to do it.

Use Appendix 3 to create your event-planning timeline

Draft an event schedule & contact sheet:



An event schedule is the list of planned events that are going to happen during the event. This schedule will help you properly plot the timings for each activity that happens throughout the event's duration. The schedule should include set-up and breakdown timings too.

A contact sheet is useful for all of the people working on your event to have, so that they can contact the necessary people if needed.

Use Appendix 4 to plot your event schedule

Use Appendix 5 to write your contact sheet

Health & Safety Guidance

When organising your event, Health and Safety should be a top priority. You are not just

responsible for the attendees at your event, but also your team, and any suppliers and volunteers you may be working with.

What you'll need to complete:

✓ **Risk Assessment** – No matter what type of event you are running, you'll need to do a risk assessment in the initial planning stages.

What you may need to complete:

✓ **Event Management Plan** – If you are doing an event outside you may need an Event Management Plan. This document outlines all of the safety and organisational aspects of the event.

Risk Assessment

A Risk Assessment identifies the possible hazards present at your event; it helps you assess what may arise from those hazards and determine suitable measures to eliminate or control them.

Your Risk Assessment will be useful for you if:

1. Everyone running activities is aware of it and does what it says;
2. It is realistic (you intend to do the things you write down)
3. You keep it up to date

Use Appendix 6 as a template for your Risk Assessment



Licences and Permissions

When running an event, you may need to have permission or a licence to do certain things. Examples of this could be if you choose to hold your event in a public space or sell alcohol, etc. Make sure you get what you need beforehand as it may take a couple of months to gain a licence you need.

First Aid

It is a requirement for event organisers to provide sufficient first aid to ensure that any case of injury or illness incurred at the event can be dealt with appropriately. The number of first aid responders required will depend on the size of the event but a minimum level of emergency management capacity should be present. (1 first aider per 50 people approx.)

Fire Safety

Every reasonable means must be taken to prevent a fire occurring, to provide warning, and to provide a safe means of escape should a fire occur. People should be able to walk to safety along a clearly recognisable route by their own unaided efforts, regardless of where a fire may break out at the venue.

Safeguarding and Photo Consent

Safeguarding is about protecting everyone from harm, abuse or neglect. We are all responsible for the safety of children, young people, and vulnerable adults and we must ensure that we are doing all we can to ensure this.

It may be useful to take photos and videos of your event, but it is important to let the people you are photographing know they are being captured and understand how the images will be used.

See more about Safeguarding and Photo Consent in the FAQ section

Food Safety

It is important that you consider all the food safety implications of the event to keep everyone as safe as you can. Allergies and hygiene would all come under this.

GDPR

General Data Protection Regulation (2018) gives the individual more rights about how their information is being used. An example of this could be an individual sharing their email address to be updated on an event, they will know that their address will not be used for anything other than that and will be deleted after. (For more information, see the link below)

Useful Links

First Aid - <http://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm>

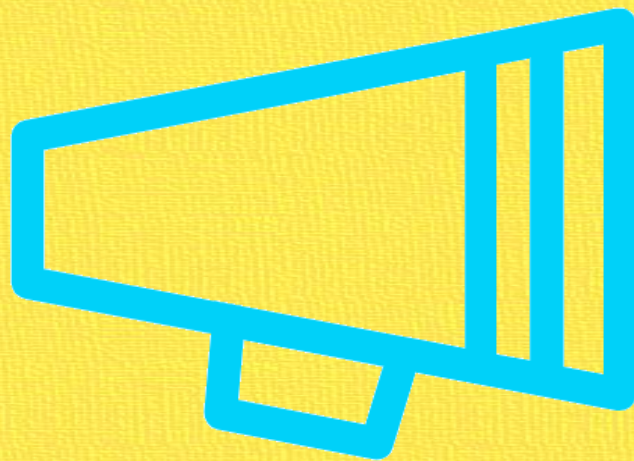
Licences and permissions - <https://www.resourcecentre.org.uk/information/licensing-and-regulations/>

Food Safety - <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

www.food.gov.uk

Step 4:

Promote it



When planning your event, remember that promotion needs to take place a few weeks beforehand to make sure people have enough notice to attend. Make sure that the promotional channels you choose to reflect the audience you are targeting. What is the best way to talk to your target audience?

Word of Mouth

This works well for a smaller community event, especially those taking place on estates. Promotion from someone you know means you are more likely to turn out at an event.

Posters and leaflets

Place posters up in local shops/cafes/community centres to promote your event – think about where they are going to be visible. You can also letter-box drop leaflets to households in the area.

Social Media

In the world that we live in now, most people are online and up to date with events that are happening. You could promote your event through local facebook groups, event listings and more.

Get in the local paper

Maximise your local coverage by circulating a press release to local papers. (Make sure to include images in this).



The event day



After all the planning you and your team have done the event will fly by... Here are some tips you might find useful on the event day itself:

Arrive early:

Get to the venue, along with anyone else who is helping you to set-up, at least an hour and a half before the event starts. Give yourselves plenty of time to get everything ready and allow for those last minute challenges...



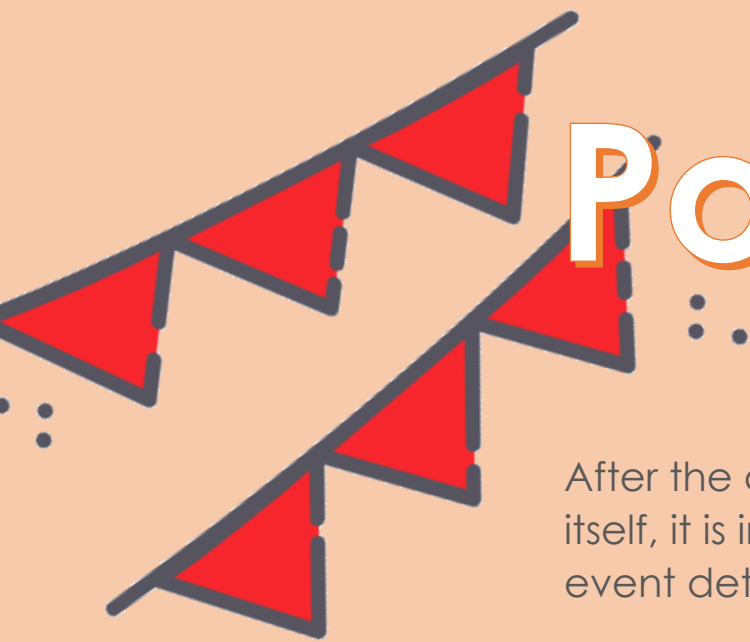
Get your staff/volunteers ready:

Equip your team and volunteers with all the information and resources they need for the event. Things you can cover include:

- *Onsite task distribution:* Let everyone know where they are working and what activity they will be working on. Let your staff/volunteers know when they will be having their breaks, as well.
- *Plan B:* Ensure everyone knows what will happen if something comes up, such as heavy rain for an event that is scheduled to be outside.
- *Emergency contacts and Emergencies:* Share the contact sheet you have created of important contacts for the day and explain what to do in an emergency; outlining any specific protocol you have drawn up.

Enjoy the event:

Take a moment to appreciate all of your hard work! You definitely have earned it.



Post-Event

After the adrenalin and excitement of the event itself, it is important to take care of the post-event details as soon as possible

1. Clean Up

The event isn't over when everyone goes home. Almost any event will involve cleaning up and on the same day, removing rubbish, storing/returning any equipment and finally, making any payments of invoices or fees.

2. Send 'Thank You's

It is important to let everyone who was involved in the event know that their time and energy is appreciated. Saying thank you is a great way to acknowledge all the people that participated. Make sure you include your staff, volunteers, performers and any vendors or suppliers; in short, make sure everyone who contributed feels valued.

3. Encourage Feedback

Feedback is critical if you are planning to host a similar event in the future. Most attendees will be happy to provide feedback during or at the end of your event, using either a paper-based survey or an online equivalent.

4. Debrief Meeting

Once the dust has settled, it is a good idea to debrief as a team. Do this as soon as you can after the event while the information is still fresh.

- i) Assess whether your event met the stated objectives.
- ii) Evaluate what worked and what you can improve on for next time.
- iii) Discuss feedback that you have been given by attendees.
- iv) Leave your team complete with what happened/didn't happen and excited for the next event.

Appendix 1 – Design and Define your event

Project Team

Once you've got your team together, write their names below and their role in planning this event.

- 1.
- 2.
- 3.
- 4.

Define your event

Write down below a sentence that describes your event, and 2 objectives that you wish to meet.

○

Objective 1:

Objective 2:

Event ideas

Brainstorm more specific ideas about your event, is there going to be a theme? Can it be linked to a world international day e.g. International Women's Day

Venue ideas

Be realistic in terms of how many people you will be expecting, how much money you will have and accessibility.

Estimated Budget

Jot down below what things you would need to purchase/ fund for the event to happen. Add up a rough total of all of these items and put the number in the 'Provisional fundraising target' box at the bottom of the page. E.g.: Refreshments/food - £100, Performer fee - £500 etc.

Provisional fundraising target:

Appendix 2 – Budget template



Community Event - Budget							
Name of Community event:							
Date of event:							
Event Organiser:							
Expenses	Quantity	Estimated	Actual	Per unit			
<i>E.g. Equipment hire</i>							
E.g PA sound system	1	£200	£150	£150			
Total							
<i>E.g. Professional Fees</i>							
Total							
<i>E.g. Workshop materials</i>							
Total							
<i>E.g. Refreshments</i>							
Total							
Contingency (10% of overall budget)							
Contingency budget							
Estimated total							
Grand total							

[illegible]

Event Schedule



Time	Activity	Who?
<i>E.g. 09:00</i>	<i>E.g. Set-Up</i>	<i>E.g. Sarah, Michael, Zack, Cathy</i>

Plan B (What will happen if the weather turns)

-
-
-
-



Event contact sheet

Event Name:

Event Date:

Event Organiser: Full Name | Phone number

[Contact 1]

[Contact 2]

[Contact 3]

Community Event Risk Assessment

Name of Community Group:		Start Date of Event:			
Name of Organiser:		Date of Assessment:			
Name of Risk Assessor:		Date of Review:			

Risk No.	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
1						
2						
3						
4		1				

This risk assessment template is generic and has been produced as good practice guidance only. The content should be tailored to ensure that all hazards specific to your own [venue](#) activities have been identified and relevant controls put in place to adequately control the risks.

How to conduct a Risk Assessment

1. Write Risk Numbers (in numerical order 1,2,3...)

3. Who is at risk here? Write any persons who could come in to contact of being at risk (even if they are not meant to be participating in the first place!)

5. You then need to score how likely the risk is to happen. You need to identify control measures and then give the risk a rating between High, Medium and Low. Some control measures are in place but there is still a good possibility of a child being injured so you may rate it Medium (Med)

7. These additional control measures would put the remaining risk rating to Low as it would be even more less likely for somebody to get injured.

4. Highlight what actions that you are going to take to reduce the potential of exposure to the hazard

6. In terms of making the risk rating lower, you would include additional control measures in your Risk Assessment.

Risk No.	Hazard and potential consequences	Persons at risk	Control measures	Current risk rating (High, Med, Low)	Additional control measures necessary	Remaining risk rating (High, Med, Low)
1.	Bouncy Castle Possibility of persons falling from the structure either by tripping or by being pushed	Young children & (potentially) older children/adults.	<p>The bouncy castle company will have its own risk assessment and public liability insurance.</p> <p>The company will provide enough staff to supervise the castle and limit the number of children on the bouncy castle at any one time, to six.</p> <p>Soft mats provided will be placed at the entrance to the bouncy castle to ensure children can get on and off safely.</p>	Med	<p>No shoes to be worn on bouncy castle</p> <p>Where possible the bouncy castle supervisor will try to get similar ages of children using the bouncy castle. Younger children in one session and older children in the next.</p> <p>Parents must be present at bouncy castle when their child(ren) are on it.</p> <p>There is a first aid box available at the side of the bouncy castle area for minor injuries</p>	Low

Event Planning A-Z Checklist

Item	T i c k	Item	T i c k	Item	T i c k	Item	T i c k
Access times		Disabled facilities		Lost children		Staff/stewards	
		Displays/ display boards		Maintenance		Staging	
Admission		Documentation		Maps (finding you)		Stage covering	
Advertising		Donations		Marquees		Stationery	
Announcements		Emergency procedures		Market research		Stock checks	
Appeals for funds		Emergency services		Media		Structures	
Appeals for volunteers		Equipment		Meeting plans		Storage	
Arrival arrangements		Entertainment		Monitoring		Sunday trading law	
Artwork		Evaluation		Music		Technicians	
Audience (to be targeted)		Facilities at venue		Noise nuisance		Technical equipment	
Audio visual		Fees		Partners		Telephones	
Badges		Filming		Permits		Tickets	
Banners		First Aid		Post event arrangements		Timings	
Bar		Floats of small change		Power supply		Toilets	
Branding		Fundraising		Preparation areas		Traders/exhibitors	
Briefing		Fire Safety/evacuation		Printing		Training	
Budgeting		Health and Safety		Press launch		Traffic control	
Cancellations		Hiring agreements		Press contacts		Transport	
Car Parking		Holiday dates		Prizes		Two-way radios	
Cash flow/change		Identification of staff		Programme		Ushers	
Catering		Information point		Publicity		Venue(s)	
Chairs & tables		Insurance		Refreshments		VIP's	
Cleaners		Invitations		Refuse areas and disposal		Water supply	
Cloakrooms		Invoicing		Risk assessment		Washing facilities	
Communication plans		Legal aspects		Schedules		Weather	
Competing events		Licences		Security daytime/nighttime			
Contingency plans		Lighting		Signage			
Corporate support		Local Authority		Site restrictions			
Decorations		Logos		Souvenirs			
Dietary requirements		Lost property		Sponsorship			

General event planning timeline

1. Form event management team and establish roles and responsibilities
2. Agree what, why, where, when and for who?
3. Set aims and objectives agreed by all
4. Establish plan, outline event plan, methodology
5. Work out and agree the budget
6. Plan funding and sponsorship strategy
7. Secure finance and corporate/funding opportunities

8. Prepare press releases
9. Launch event
10. Secure permissions/approvals
11. Agreed promotional plan and media contacts
12. Source/book essential services
13. Pre-event tasks, timescales and actioned by?
14. Secure event day staffing and volunteers

15. Undertake full Risk Assessment of the site
16. Establish communication systems for all parties
17. Agree emergency plans and procedures
18. Final preparations – double check everything
19. Food Hygiene and safety checks

Carry out event to plan or contingency plan

20. Deal with and resolve any crisis (hopefully none!)
21. Clear up and leave site tidy and free of rubbish
22. Chase income and pay any bills
23. Post event debriefing meeting with team
24. Thank everyone! Via email or in person
25. Evaluate, write report, circulate photos to sponsors etc.

Appendix 10 – Example children and young people photo consent form



City of London Corporation:
Consent to use photographs/images in City of London publications/website
(For children and young people under 18)

I. To be read by the parent/legal guardian/child (If over 16 years of age)

The City of London uses and retains images (photographs, visual recordings etc) of children and young people for promotional purposes, e.g. informing the public about services provided by the City of London. These images may appear in City of London printed publications, on our website, or both. Images, and related personal information provided will not be used for any other purpose.

To comply with the Data Protection Act 1998, we need permission to use images of you/your child. Please complete this form to indicate your consent. (Full conditions are on the back of this form.)

Parental consent must be obtained for children under 16 years old. Young People aged over 16 may grant consent on their own behalf.

II. To be filled in by the parent/legal guardian or child (If aged 16 or over)

Name of person giving consent:	
Name of child/youth:	
Address:	
Contact number:	
Email Address:	
Comments:	

Please circle your answer:

- | | |
|--|----------|
| • May we use your/your child's image in City of London printed promotional publications? | Yes / No |
| • May we use your/ your child's image on the City of London website? | Yes / No |

Conditions of use

- This form is valid for three years from the date of signing. Your consent will automatically expire after this time.
- We will not re-use any images after this time, unless we contact you to renew your consent.
- Your/your child's image and related personal information will not be given to third parties and will only be used by the City of London for promotional purposes.
- We will not include your/your child's personal details or full names (which means first name and surname) with an image, whether on our website or in printed publications, without consent. For example, we may include the full name of a competition prize winner with their image if we have their consent.
- We will not include any personal details of any person with their image on our website or in printed publications. This includes email and postal addresses, and telephone and fax numbers.
- Please note that websites can be seen throughout the world, and not just in the United Kingdom where UK law applies.

I have read and understood these conditions of use and give my consent for the City of London Corporation to use and retain the Image(s):

Your signature:

Date:

For Office use only:

File Name	
Location	
Consent expires on	

Appendix 11 – Example photo consent form (Over 18s)



City of London Corporation:
Consent to use photographs/Images in City of London publications/website

I. To be read by the Subject of the Image(s)

The City of London uses and retains images (photographs, visual recordings etc) of people for promotional purposes, e.g. informing the public about services provided by the City of London. These images may appear in City of London printed publications, on our website, or both. Images, and related personal information provided will not be used for any other purpose.

To comply with the Data Protection Act 1998, we need permission to use images of you. Please complete this form to indicate your consent. (Full conditions are on the back of this form.)

II. To be filled in by the Subject of the Image(s)

Name of person:	
Address:	
Contact number:	
Email Address:	
Comments:	

Please circle your answer:

- | | |
|---|----------|
| • May we use your image in City of London printed promotional publications? | Yes / No |
| • May we use your image on the City of London website? | Yes / No |

Conditions of use

- This form is valid for three years from the date of signing. Your consent will automatically expire after this time.
- We will not re-use any images after this time, unless we contact you to renew your consent.
- Your image and related personal information will not be given to third parties and will only be used by the City of London for promotional purposes.
- We will not include your personal details or full names (which means first name and surname) with an image, whether on our website or in printed publications, without consent. For example, we may include the full name of a competition prize winner with their image if we have their consent.
- We will not include any personal details of any person with their image on our website or in printed publications. This includes email and postal addresses, and telephone and fax numbers.
- Please note that websites can be seen throughout the world, and not just in the United Kingdom where UK law applies.

I have read and understood these conditions of use and give my consent for the City of London Corporation to use and retain the image(s):

Your signature :

Date:

For Office use only:

File Name	
Location	
Consent expires on	

FAQ Section

Health and Safety

Q: How can you keep people well and comfortable?

A: Health and Safety isn't just about avoiding accidents; it is also about making sure people have what they need to stay well. Think about what you will need to provide to make sure that people involved in your activities are taken care of. Make sure your venue isn't too hot or cold, and that there is adequate space to comfortably accommodate the people who are attending; and, that there are toilet facilities and drinking water available.

E.g. If your activity goes over lunchtime and you are not providing catering, you may want to invite people to bring their own packed lunch.

Q: What is Safeguarding? Do we need to think about this for our event?

A: It can be really useful to take photos or videos at your events. You can use them afterwards to publicise your activities, and people may like to see photos of their community having fun together. However, you should make sure the people you are photographing know they are being photographed and understand how the images will be used. You can do this by putting a simple poster up saying, 'We will be taking photos/videos at this event please notify an event organiser if you do not wish to be photographed'. It is also useful to include the photographer's details on the poster, if they are happy for you to do so.

For ease, use red/orange dot stickers to let the photographer know that certain people who have indicated that they do not want to be included in photos.

A good approach to safeguarding includes clearly assessing risks and taking appropriate actions to lessen them. This may include a range of processes such as clear guidelines on what to do in the event of an allegation or incident.

E.g. In a Risk Assessment for a children's event, you could show you making sure adults are aware they need to accompany their children.

Q: What if we want to use electrical equipment for an event?

A: If you are using electrical equipment such as a projector, PA system, etc., you might want to consider adopting a procedure for checking its safety such as always checking the cables, plugs, and connections for bare wires, frayed cables, burnt patches, etc., before use.

In general, it is important to think about whether you have any equipment that could be hazardous if not used correctly and put processes in place for ensuring it is used by a competent person.

Q: What are our duty of care responsibilities?

A: It is important to know who is responsible for making sure that your group meets its duty of care. In most cases, this will be your project management, as they are responsible for the actions of your group. However, you may wish to delegate day to day responsibility to a group of people or individual. It is useful to know that somebody has the specific job of thinking about health and safety and ensuring the committee's decisions are put in place.

Q: Do we need to complete a Risk Assessment??

A: Yes! A Risk Assessment is simply the process of thinking about possible hazards, and what you will do to avoid them.

Risk Assessment

Q: *Why do we have to write it down?*

A: Writing down your decisions can feel unnecessary, especially when they are things you would have done anyway. However, there are a number of reasons why it is a requirement to put your decisions into a written Risk Assessment.

1. Writing a Risk Assessment helps you to think things through

Taking the time to sit down and write a risk assessment helps you focus on thinking about what the hazards are, and whether there is anything you could do to decrease the likelihood of them occurring or their severity. It also gives you a structure in which to think this through

Funders often want you to do a Risk Assessment

If you apply for grant funding, your funder may want to see a copy of a Risk Assessment. The City of London requires this for the 'Community Grant' scheme and most other local funders will too.

2. It will be difficult to make an insurance claim without a Risk Assessment

The City of London covers community activities under its Public Liability Insurance. If you want to make a claim because there has been an accident, you will need to prove that you did everything you could reasonably have done to avoid the accident. Having a written Risk Assessment helps to provide this evidence. This will only work if you stick to the decisions written in your Risk Assessment though! There's no point in having a Risk Assessment that says you will put soft mats in front of a Bouncy Castle if you don't do this on the day.

Q: Will it stop us from being able to do anything?

A: Sometimes the idea of doing a Risk Assessment can make it feel scary to organise anything, in case something goes wrong, and someone gets hurt. *Risk Assessment is about achieving a balance between a reasonable level of risk and being able to get on with organising your activities.* Remember, no activity is completely free from risk, and doing a Risk Assessment is not about making your activities risk free.

Instead of trying to make your activities risk free, think about measures you can put in place to reduce risk. If you think something is particularly dangerous, and you are worried that someone will get hurt, think about what you can change to make it less dangerous.

Q: What if something happens that we hadn't thought of?

A: With the best will in the world, you cannot predict everything that might happen. Even if you have a written Risk Assessment, you must continue to make common-sense judgements about danger and hazards as your activity goes on.

For Example: You might have thought through how to make your Bouncy Castle as soft as possible, but then someone spills a bottle of washing up liquid on it, making it very slippery! Common sense would tell you not to let the children jump on the castle until it was clean and dry. Later, you could think about whether this scenario was a one-off event or whether it might happen again. You may decide to add any incidents into your written Risk Assessment for the future.

Alcohol

Q: Can we sell alcohol as part of our community event?

A: You are NOT allowed to sell alcohol unless you have a licence or have applied for and received a Temporary Event Notice.

If you want to sell alcohol you should first check that the venue you are using has a 'Premises Licence' and that there is a named Supervisor who holds a 'Personal Licence' to sell alcohol.

Alternatively, the venue may have a 'Club Premises Certificate' which includes the sale of alcohol. If it does not have either of these, you will need to apply for a 'Temporary Event Notice' from the Local Authority and give them as much notice of the event as possible.

[Link to application Form]

Q: Can we have bottles of alcohol as raffle prizes?

A: Yes, you can. The provision of bottles of alcohol as prizes in raffles and tombolas are exempt from licensing regulations, provided the raffle/lottery fulfills certain conditions.

These are:

- The raffle must be promoted as an incidental event (it's not the main event) within an 'exempt entertainment' – defined as a Bazaar, Sale of Work, Fête, Dinner, Dance, Sporting or Athletic event or other entertainment of a similar character.
- After deduction of expenses, the whole proceeds of the entertainment are applied for purposes other than private gain
- No prize is a money prize
- Tickets are only issued when the entertainment takes place (tickets are not sold in advance)

It is not permissible to sell tickets which can then be exchanged for an alcoholic drink, or to ask for a donation in return for alcohol

Food Safety

Q: I'm making food for lots of people at my event. What general safety advice do I need?

A: When you're making food for large numbers of people, it's important to keep food safe. Here are some general, practical tips:

- If you can prepare food in advance and freeze it, this should make things easier but do ensure that it is properly defrosted when you come to use it
- Wash your hands regularly with soap and water, using hand sanitizers if hand washing facilities are not available
- Always wash fresh fruit and vegetables
- Keep raw and ready-to-eat foods apart
- Do not use food past its 'use by' date
- Keep food out of the fridge for the shortest time possible
- Always read cooking instructions to make sure food is properly cooked before you serve it. Even if people are waiting to eat, don't reduce cooking times
- Ensure that food preparation areas are suitably cleaned and sanitized after use and wash any equipment you are using in hot soapy water

Q: Which people are particularly vulnerable and which foods should I take care with?

A: Vulnerable persons are those at a higher risk of food poisoning. These people are:

- Over 65 years of age
- Pregnant women

- Under 5's
- Those with certain long-term medical conditions

Some foods such as: Raw milk, Raw Shellfish, Soft cheeses, Pâté, Foods containing raw egg and Cooked sliced meats are more likely to cause food poisoning than others.

Where possible, avoid using these foods as part of your event catering. If you are using any of these foods, outline clearly in your Risk Assessment what you are doing to protect against these risks.

Q: What do I need to do to cater for people with allergies?

A: If you are a charity or a community food operation, you do not have to provide information for consumers about allergens present in the food as ingredients. However, we recommend that you or anyone else managing these operations do consider the risks- this would be good practice.

Q: How long can you leave food out for at an event?

A: If you are preparing a buffet, be aware that most food needs to be chilled, e.g. sandwich fillings should be left out of the fridge for the shortest time and no longer than 4 hours. After this time, any remaining food should be thrown away or put back in the fridge – don't let it stand around at room temperature if you intend to serve it again.