

Mendlesham Community Charity (MCC)

Charity No: 282391

Guidelines for Event Teams

Step 1 Decide what event you would like to put on and consider the following:

- Will it enhance the lives of the people in our community?
- Can it be a fund raiser either for an organization within our parish or to raise funds for the MCC to be able to invest back into our community?
- Do you have a team of volunteers that could help you?

Step 2 Complete the MCC Event Planner/Support form

- Consider the what, who, when, where
- Complete a risk assessment – the MCC can supply you with a template
- To minimise risk of harm and to comply with insurance requirements, consider things like First Aid, Managing Traffic, Food Hygiene and Safeguarding for vulnerable people including children – the MCC can provide further advice and, on some topics, an information leaflet

Step 3 Visit these useful links

<https://www.eventbrite.co.uk/blog/how-to-organise-an-event-ds0c/>

<https://www.hse.gov.uk/>

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

<https://www.gov.uk/apply-hold-street-party>

Step 4 Make a list of all volunteers helping you

- To make sure everyone is covered by the MCC Insurance, ask them to complete our 'Thank You for Volunteering' form and return to us. This will not only make it easier for you to keep in touch with your team and for the MCC to contact people if necessary, it meets the UK General Data Protection Act and the MCC Privacy Policy.
- The MCC can provide a copy of our Insurance Certificate to display as appropriate

Step 5 Consider how you are going to publicise you event.

- You can put an article in the Mendlesham Newsletter – deadline for printing is the 6th of the month previous to the month it will be printed in. The Editor's contact details are in the newsletter

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- Contact the Parish Clerk and request to use the E-news
- Put information on Spotted In Mendlesham
- Create Posters – the village shop and Parish Council and happy to put on their notice boards by request

Further advice can be sought from the MCC

Step 6 Keep the MCC Trustees in the loop

- We are here to work with you and can provide support and guidance. Contact any of the Trustees anytime; contact Details are in the Mendlesham Newsletter and on our webpage on the Parish Website.
- We'd like to hear of your progress and outcome and will ask you to work with a specific trustee and attend a Trustee Meeting to give us feedback

Step 7 Enjoy yourself!

Thank you for supporting the Mendlesham Community Charity

Date Approved by Board of Trustees:

Date reviewed