



HOW TO ORGANISE A BARN DANCE OR CEILIDH

A barn dance, also known as a ceilidh, is an entertaining evening of dancing with music provided by a live band and a caller to keep everyone on their toes. It's perfect for all ages and abilities and infectiously good fun! Just follow the steps here.



Before your event



- **First things first** – find a venue, this could be your local village hall, school hall or barn you can hire. If using a public venue, make sure to check on any licences you might need, especially when it comes to playing music or selling food/alcohol at the venue. Make sure to find a fantastic band and confident, professional caller.
- **Timing** – depending on who you plan to invite to your fundraiser, think carefully about an event date so not to clash with any major sports or cultural events.
- **Promotion** – contact your local newspaper and radio to advertise your event and share posters and leaflets around the area.

During your event



- **Inspire** – plan a moment to say a few words about heart disease and BHF's work so people understand the difference their support makes. Alternatively, if you have the technology, you could play one of our videos. Make sure to have one of our collection boxes on display to encourage donations.
- **Ideas** – give lots of thought to how you can raise as much as possible. Include a raffle with prizes sponsored by local businesses, have an award for best dancer and sell food and drink – dancing is thirsty work!

After your event



- **Banking** – count, record and bank the money you raise as soon as you can. It's a good idea to share responsibility for this amongst more than one person and to prepare in advance by getting some money bags from the bank.
- **Thanking** – remember to follow up with guests, sponsors and volunteers to thank them and let them know how much was raised to help fund life saving research.

Top tips



- **Universities** – often have folk or ceilidh societies – they may be able to help you find a band, and as it's for charity you may be able to get them to perform at a discount or for free!
- **Food and drink** – if you're selling anything for consumption at your event then it's essential to label things for allergens. Head over to the Food Standards Agency website for further advice – food.gov.uk
- **Social media** – spread the word by setting up a Facebook event page and let us know how your fundraising activity is going with regular updates – remember to tag us so we can see what you're up to and say thank you!
- **Double your money** – ask your team of helpers if they work for a company that offers matched giving and encourage them to apply if they do.
- **More support** – if you have any queries please contact your local fundraising manager or email our supporter service centre heretohelp@bhf.org.uk

Keeping it safe and legal



It's important that you are safe and legal whilst fundraising in aid of the BHF. Please visit our '*Keeping it Safe and Legal*' guidance at: bhf.org.uk/keep-it-legal

If you're one of our registered fundraising groups, please visit the '*Your Responsibilities*' guidelines in the Volunteer Fundraising Zone, or give us a call if you have any questions or concerns.



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