

**Hosting a Stall, or similar, at a public event eg summer fair, county show, exhibition - Event Plan and Checklist – Short Format**

**Introduction**

Thank you for being part of our Fundraising Group and Branch Volunteer Network and choosing to raise money on behalf of the British Heart Foundation.

With your support, we power groundbreaking research, CPR training, and vital support services to help keep hearts beating across the UK.

We have created an event planning document which we hope you find helpful. Please take the time to read through and check that you are including all the required information and arrangements in your event plan.

Our Insurers require all BHF Community Fundraising Events to provide certain information as part of our public liability and personal injury insurance cover. We ask for this information because we want to make sure that your event is successful, and we all want to avoid anyone getting injured, or the reputation of the BHF being negatively affected if there is an incident.

This event plan and checklist is for **a fundraising event involving hosting a stall, or similar, at a public event eg summer fair, county show, exhibition.** It has been designed to assist you to carry out an assessment of the hazards associated with this type of activity, and help plan your event.

**What to do with this checklist:**

* Please read through each of the check items and questions below.
* You will be able to answer some questions prior to the event, but some information might only be confirmed when you have visited the venue.
* Use the ‘Notes / Further Actions’ column to confirm that things have been checked, or to make a note of what needs to be done.
* If the question or check is not relevant to your event, put ‘N/A’ in the answer box.

**Please send a copy of the completed planning checklist to your Fundraising Manager so that they know your activity is taking place, and the BHF can keep a record.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **British Heart Foundation fundraising branch / group name** | | | | | | | |  | | | | | | | | | | | | | |
| **Branch / Group Contact** | | | | Name: | |  | | | | | | | | | Phone: | | |  | | | |
| e-mail | | |  | | | |
| **Activity Name:** | | | |  | | | | | | | | | | | | | | | | | |
| **Date of Activity:** | | | | *Start Date:* | | | | |  | | | | | | Finish Date: | | |  | | | |
| **Location:**  *address, postcode* | | | |  | | | | | | | | | | | | | | | | | |
| **Description of Activity :** | | | |  | | | | | | | | | | | | | | | | | |
| **Number of Participants:**  *Estimated number attending the event*  *For a collection activity, only provide the number of staff or volunteers involved.* | | | | | | | | | | | | | | | | | | | | |  |
| **Estimated Cost of Activity** *please provide details, eg catering costs, transport, prizes.* | | | | | | | | | | | | | |  | | | | | | | |
| **Fundraising Target** *How much are you aiming to raise?* | | | | | | | | | | | | | |  | | | | | | | |
| **Key Contacts:** | **Role** | | | | | | **Name** | | | | | | | | | | **Contact Details** | | | | |
| *Event Organiser* | | | | | |  | | | | | | | | | | Telephone | | |  | |
| e-mail | | |  | |
| *Event Day Contact* | | | | | |  | | | | | | | | | | Telephone | | |  | |
| e-mail | | |  | |
| **Event Plan and Checklist Completed By:** *Please provide name, contact number* | | | | | Name | | | | | | | |  | | | | | | | | |
| Telephone | | | | | | | |  | | | | | | | | |
| **Site checked in person:** | | Yes | | | | | | | | | | No | | | | **Date Visited** | | |  | | |
| **Location of nearest available defibrillator to venue** | | | | | | | | | |  | | | | | | | | | | | |
| **Fundraising Manager Supporting Activity:**  *To be completed by BHF Fundraising Manager.* | | | | | | | | | | | Name: | | | | | | | | | | |
| e-mail | | | | | | | | | | |
| **Date** | | |  | | | | | | | | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Venue / Site – Check** | | |
| **CHECK** | Yes / No  N/A | **Notes or Further Actions** |
| What type of event is it? |  |  |
| What type of site / venue is it? |  |  |
| Do you have contact details for the event organiser? |  |  |
| Is there parking on site? |  |  |
| Can the site be accessed by public transport? |  |  |

|  |  |  |
| --- | --- | --- |
| **People – Check VOLUNTEERS / EVENT TEAM** | | |
| **CHECK** | Yes / No  N/A | **Notes or Further Actions** |
| Have you got enough people for the duration of the event and to cover scheduled breaks? |  |  |
| Have enough people got a mobile phone? |  |  |
| Are there toilets and welfare facilities on site? |  |  |
| Is a volunteer bringing a child which they have legal parental responsibility for? |  |  |
| Have you read the BHF Guidance on Safeguarding on the Volunteer Fundraising Zone? |  |  |

|  |  |  |
| --- | --- | --- |
| **Activity and Equipment** | | |
|  | Yes / No  N/A | **Notes or Further Actions** |
| Do you have any heavy items? |  |  |
| Has everyone putting up a gazebo / tent received instructions? |  |  |
| Can the gazebo / tent be well secured? – weighted down or pinned (if permitted) |  |  |
| Does everyone know how to put up and secure tables? |  |  |
| Can all feather flags, signs and banners be well secured? |  |  |
| **Emergency Plan** | | |
| Have you prepared briefings for everyone on what to do if there is a medical emergency? |  |  |
| Do you know what to do in the event of a fire breaking out? |  |  |
| **DRIVING** | | |
| Can you safely transport your event items and equipment in a vehicle if needed? |  |  |
| Is anyone driving alone? |  |  |
| **VALUABLES** | | |
| Is there a place where you can store belongings and excess cash? |  |  |
| Is there somewhere secure to count cash ready for banking? |  |  |
| Is there someone to escort the banker to the car with cash post event? |  |  |
| Weather | | |
| Have you checked and prepared for the weather? |  |  |
| Have you briefed the team to bring clothing and footwear appropriate for the event? |  |  |
| **Food Preparation and Food Handling** | | |
|  | Yes / No  N/A | **Notes or Further Actions** |
| Are caterers being used for the event? |  |  |
| Are you offering homemade food items?  Check the [Food Standard Agency website : Providing food at charity and charity events](https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events)  [ www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events ]  Refer to the BHF Volunteer Fundraising Zone for guidance on food hygiene at events. |  |  |
| **Incident Reporting:** | | |
| Any accidents, incidents or concerns should be reported to a member of the BHF Fundraising Team at the earliest opportunity, normally the next working day.  For serious accidents or incidents that required involvement of the emergency services, or a participant requiring hospital treatment, the BHF Fundraising Manager **must** be contacted as soon as possible after the event.  **If you are in any doubt, speak to your BHF Fundraising Manager for advice.** | | |

Please help us to improve the information and guidance we provide. Any observations that may be useful for future events, or suggestions are very welcome. Please share these with your BHF Fundraising Manager in conversation after your event.

**We hope that you, and everyone involved, have an enjoyable, safe, and successful fundraising event.**