

Tapas Night Guide

On the day

- Arrive at the venue early to ensure you have plenty of time to get everything ready and decorate the venue
- Greet your guests, sell tickets to those who haven't bought them in advance and give them their glass of sangria.
- Allow everyone to take a seat and make sure you have some Spanish music playing!
- Once everyone has arrived and is seated, serve the food and offer people more drink (for £1/2 a cup).
- You could make the night more fun by encouraging people to try some salsa dancing or other Spanish-themed activities!

Top tips

- Run a raffle and have collections boxes dotted around the venue to help bring in extra donations.
- Ask any friends or family who were unable to attend to make a donation to your fundraising page instead.

The important bits

- Be aware of alcohol consumption at the event. Make it clear that non-alcoholic drinks are available and make sure nobody under the age of 18 is consuming alcohol.
- Keep the money you raise safe and pay it in as soon as you can.

"Definitely run a raffle as part of your event,
I raised around £400 extra from mine!"

- Glenn Worth, London Marathon