

Race Night Guide

Organising a Race Night is a lot of fun and a great way to fundraise in your local community!

Getting ready

- Pick a date and venue - Find a suitable venue that has enough room for tables, chairs, and the number of people you're expecting. A village or church hall is an ideal location, and shouldn't cost much to hire out!
- Find a race - Find footage of several different races, preferably varying in type. For example, you could have a horse race, a snail race... the possibilities are endless!
- Request sponsorship - See if local businesses would be interested in sponsoring a race. For example, Race 1 could be 'The Rowlands Newsagents Chase' if Mr Rowland is willing to pay £25 to have the race named after his business.
- Advertise the event and sell tickets - Set a date and create an event on social media and get your friends and family to promote the night by sharing it / inviting their friends. You could also make some posters to put up around your local area.



What you'll need

- Venue
- TV screen or a projector (your venue may be able to provide this)
- Race cards
- Posters
- Decorations (Meningitis Research Foundation banners etc.)

"Events that bring the whole community together are always great fundraisers and lots of fun!"

- Imogen, London Marathon

On the day

- Arrive at the venue early to ensure you have plenty of time to get everything ready and decorate the venue.
- Charge people entry to the event. You could charge more if you're providing food and drink.
- Invite people to bet on the various races that you are showing, and have prizes for each. Ask local businesses to donate items/vouchers that you can use as prizes.
- Ask your venue if you can serve food/drink in exchange for donations in order to boost the amount raised.

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 and try not to promote drinking. 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.
- Race nights are covered by the Gambling Commission Act so long as it's not for personal gain (i.e. you're covered so long as the money is going to charity). You can learn more on the Gambling Commission website.



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

- Glenn, London Marathon