

## Hold a charity ball

Holding a charity ball can be a really fun and exciting way to raise money. We've put together a step by step guide which includes everything you need to know when planning your night. If you have any questions about anything in this guide please contact Beatrix on 020 7380 1730 or at [beatrix@ovarian.org.uk](mailto:beatrix@ovarian.org.uk)

### 1. Pick a time and date

Give yourself enough time to plan your event. Try and pick a date when you won't have direct competition from other events.

### 2. Venue

Choose a suitable venue for your event. Think about how many people you would like to invite and make sure your venue is big enough. Your local community hall could be a good place to start. Could you use it free of charge or at a reduced rate?

### 3. Fundraising

Will your charity ball be a ticketed event or will you be asking for donations on the night? Setting up a fundraising page on [JustGiving](#) can help to raise some extra funds. Don't forget to share it with family and friends who can't make the night! Why not place collection boxes around the room on the night too?

### 4. Decide on a theme

Will you have a theme for your charity ball, and if so, what will it be? You could decorate everything teal, or maybe go for a 'glamorous' dress code and décor to match.

### 5. Food and drink

Will your charity ball include a sit down dinner, or will it be a cocktail evening? If you are serving food, make sure you comply with food safety regulations. Don't forget to check with your venue that they have a license to serve food and/or alcohol.

### 6. Will you have performers?

Do you have any talented friends who could donate their skill for an evening? If you have any performers, such as musicians or magicians, make sure they know what to expect on the day. It's a good idea to pre-plan how long they will perform for and check that they will bring any equipment they need with them.

## **7. Include a raffle or auction**

Raffles and auctions are a brilliant way to raise some extra money at your event. Ask local companies if they could donate an item to the evening. Lots of businesses are happy to donate something in return for a bit of publicity! You could offer to add their logo onto your flyers, and make sure to thank everyone who contributed on the night.

## **8. Complete a risk assessment**

What could go wrong on the night? Use our risk assessment template and make note of potential hazards like a low ceiling or uneven grounding.

## **9. Promote your charity ball**

Ask friends, family, and colleagues to help you spread the word. Why not put an advert in your local paper? You could make flyers too. Don't forget to shout about your charity ball on social media – it's free!

## **10. Have fun!**

After all that hard work, sit back and enjoy the evening! Say thank you to everyone who helped and contributed to your charity ball, and let them know how successful the night was. Collect and bank your fundraising as soon as possible and then send to Ovarian Cancer Action in any of the below ways:

- Give us a call on 020 7380 1730
- Transfer the funds directly into our account:  
Bank: NatWest  
Account name: Ovarian Cancer Action  
Account number: 38900912  
Sort Code: 60-02-20  
Reference: YOUR NAME
- Send a cheque made payable to 'Ovarian Cancer Action' to:  
Ovarian Cancer Action  
8-12 Camden High Street  
London  
NW1 0JH

If you're holding a charity ball for Ovarian Cancer Action, we want to know! Please get in touch with Beatrix on 020 7380 1730, or at [beatrix@ovarian.org.uk](mailto:beatrix@ovarian.org.uk). We can provide materials for your event, such as balloons and bunting, and help with any questions you may have.