

Fundraising Event Guide for Businesses

Supporting Warrington Youth Zone

Thank you for considering hosting a fundraising event in support of **Warrington Youth Zone**. Your efforts help us provide vital opportunities and support for young people across our community. To ensure your event is successful and impactful, please follow the guidelines below.



1. Set Clear Goals

- **Target Amount:** Set yourself a fundraising goal. Due to limited resources, Warrington Youth Zone can only provide support for events aiming to raise a minimum amount of £500.00
 - **Purpose:** Clearly communicate to attendees what their donations will help achieve (every £1 raised equals a hot meal for a young person). The fundraising team can provide you with assets to use.
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2. Plan Well in Advance

- **Choose a Date Early:** Avoid clashes with local events or holidays.
 - **Book Venues/Resources:** Secure your location, equipment, and supplies ahead of time.
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3. Promote Your Event

- **Posters:** Display in your workplace, local shops, and community spaces.
 - **Social Media:** Share regular updates on your business platforms, tag @WarringtonYouthZone, and use local community groups.
 - **Email/Newsletter:** Include event info in internal communications or newsletters.
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4. Encourage Participation

- **Pre-Registration:** Use sign-up sheets or online forms to confirm numbers in advance (important for catering or logistics).
- **Team Sign-Ups:** For events like quizzes or sports days, encourage early team registrations.

□ 5. Choose the Right Type of Event

Here are a few ideas that work well:

- **Bake Sale** – Set up a stall in the office or local venue.
- **Quiz Night** – Use a local pub or your office canteen.
- **Tombola or Raffle** – Ask local businesses for prize donations.
- **Dress Down Day** – £1 donation for casual wear.
- **Sports Day/Challenge** – Sponsored runs, team games, or fitness challenges.

6. Explore Match Funding

- Ask your employer or business contacts if they offer **match funding**. Many companies will match the amount raised, doubling your impact!
- Let us know if match funding is available so we can help you maximise it.

□ 7. Prepare Resources

- Order or gather all necessary materials (e.g., raffle tickets, tablecloths, decorations, prizes) well ahead of the event.
- Set up your fundraising page - <https://wyz.enthuse.com/profile>

8. Connect With Warrington Youth Zone

We're here to support you when your event meets the **£500 fundraising threshold**. We can:

- Share your event on our social media channels
- Provide branding materials (e.g., posters, banners)
- Offer staff or volunteer presence where possible

Please contact us **at least 4 weeks before your event** to discuss support options.

9. Capture and Share the Moment

- Take photos (with permission) and share your event success.
- Tag us on social media or send photos so we can celebrate with you!



10. After the Event

- Thank everyone who participated or donated.
- Let us know the final total raised and how it was collected.

Thank you again for choosing to support Warrington Youth Zone – your commitment helps change young lives.