

TIPS FOR ORGANISING A COMMUNITY FUN DAY

PRE-PLANNING

- Meet with your community/club/organisation to generate ideas and possibilities.
- Form a working group and agree roles and responsibilities for each person.
- Agree a timeline and set targets to ensure the event runs smoothly.

PLANNING



Budgeting: Do you have a budget to run the event? Is the event a fundraiser that will be self-financing? Make a list of the upfront costs involved and any expected income.

Sponsorship: Local businesses may be willing to offer sponsorship for your event. Financial sponsorship or in-kind sponsorship (eg: water, refreshments, fruit) can often be secured. It is important to acknowledge your sponsors during event promotion and post event.

Date & Time: Choose the day and time of day carefully. Consider factors that may hinder attendance to the event. Also consider the availability of volunteers.

Volunteers: Consider how many volunteers will be needed to run the event. Take into account requirements for marshalls, registration staff, food team etc. Hi-vis may be necessary for some/all volunteers.

Activities: Decide on appropriate activities to include. Consider the cost for each activity and where to access equipment. Remember, many activities can be facilitated with little or no equipment.

Facilities: Use suitable local facilities for the activities. Consider requirements for accessible toilets, parking, etc.

Promotion: There are many ways to promote events such as; social media, local newspapers, radio stations, newsletters, posters, flyers, websites.

Signage: Good signage directing people to the event is important and also helps to promote the event in the lead-up.

Traffic Management: Consider parking, getting to and from the event and participant safety during the event.

On the day: Be organised, start the event on time and be enthusiastic.

Some Ideas

Treasure Hunt
Face Painting
Tug of War
Three-legged Race
Egg and Spoon Race
Sack Race
Relay Races
Obstacle Course
Bouncy Castles
Arts and Crafts
Storytelling

ESSENTIAL AND LEGALITIES CHECKLIST

Risk assessment: Completion of a risk assessment will identify potential risks and actions to be taken to help reduce risk. This is often required for insurance purposes also.

Permission: Gardai the local authority and/or landowners may need to be informed of the event depending on the location. Permission may be necessary.

Insurance: Check your organisation's insurance cover and ensure that the event is adequately covered.

First Aid: Qualified first aiders will be required.

Child Welfare: Consider appointing a Child Welfare Officer who is suitably trained and vetted. This person would be responsible for child welfare on the day e.g. lost children. Also ensure there is appropriate permission for taking and use of photographs.

Most importantly, have lots of fun!