



Organising an Event - some useful guidance

Thanks for enquiring about holding an event to raise money for The Sophie Lancaster Foundation. Organising your own event is one of the main ways that people can get involved and support us.

Many events that are organised take the form of gigs or concerts, but our supporters fundraise in all sorts of ways, from running marathons to sponsored walks.

Best of luck with all your plans and we hope it all goes well!

Before Your Event

If you're planning an event, get in touch via the website to let us know what you have planned so we can give you our blessing and help promote it if we can. Please leave plenty of time before your event to do this.

Guidelines for Publicity

The Sophie Lancaster Foundation name and reputation are very precious to us, so we just have a few quick rules and guidelines about how you can use our name and logo in relation to your event.

- All publicity materials (artwork, fliers, poster, line up etc) must be sent to us for approval before they are released.
- Use of our name and logo - We are very happy for you to use our logo on your publicity, but it must be clear that the event is to raise money for The Sophie Lancaster Foundation, not organised by us.
- The main consideration is that the name 'The Sophie Lancaster Foundation' should not be used in the title of your event, as this can be confusing for people attending.
- The Sophie Lancaster Foundation logo can be used at bottom of fliers and posters but we ask it not be too large of the main image, if you need the logo please email us on inmemoryofsophie@hotmail.co.uk

Your publicity materials must show the following phrasing wherever you use our logo:

- "Raising funds in aid of The Sophie Lancaster Foundation: The Sophie Lancaster Foundation are not involved in the organisation of this event."

- On all publicity, it is a legal requirement that you state that Foundation is a registered charity and display the Registered Charity Number – 1129689

Our Requirements

The Sophie Lancaster Foundation WILL NOT be associated with any events that:

- Contain any fascist, racist or discriminatory content.
- Use the The Sophie Lancaster Foundation name for commercial gain
- Promote violent, aggressive or intimidating behaviour

After Your Event

Firstly, and most importantly ... let us know how it went please! We try to feature photos on our website.

Donate your proceeds using one of the methods mentioned above. We will happily provide receipts and certificates to display if required.

Please be aware, if you are donating money from a fundraising event held outside the UK, there may be special considerations to take into account, so please be sure you get in touch about this well in advance of the date of your event.

Finally, a Few Legal Bits and Pieces

- Remember, whilst we appreciate your support, The Sophie Lancaster Foundation cannot and will not accept liability for any fundraising activity or event you undertake in our aid. If you need insurance, you will need to take it out yourself.
- Please don't carry out house to house collections as it is illegal without a special licence.
- Please don't collect money in the street or any other public place without a licence from your local authority.
- There are specific legal implications if you are organising a lottery prize draw or raffle, please contact your local council licence department for advice or contact us if you need our written permission.
- Licences - Check with your local authority whether you need to obtain any special licences, e.g. public entertainment, collection or alcohol licences.

Donations

Your kind donations will help us make a difference in Sophie's name. Our aim is to change the law as well as educate young people on a national level so that individuals that belong to subcultures are respected and protected.

You can donate direct into our bank account.

Bank: Lloyds

Account Name: The Sophie Lancaster Foundation

Sort Code: 30-11-48

Account Number: 13881260