

How to organise a show or performance

Whether you're showing off your own talents, or those of your family and friends, putting on a show or performance in your community is a wonderful way to bring people together to make breast cancer research happen.



Pick a venue

Anywhere with a stage is a good idea so schools, halls and local clubs are good places to start.



Recruit some performers

This could be local am dram groups, dance schools, local bands or host a talent show open to everyone!



Create a schedule

Make sure to be organised and have a running order for the night with a host. You will need volunteers backstage to make sure everyone makes their cues.



Pull some equipment together

You'll need a microphone, PA system, lights, backdrop and maybe more. Have a chat with the venue to see what they can provide.



Advertise your event

Use posters, social media, local radio stations and newspapers. See if the venue could promote your event too.



Get your family and friends involved!

You will need enough volunteers to help with back stage, set up, directing people to their seats and any other activities on the night you have planned.



Order your materials

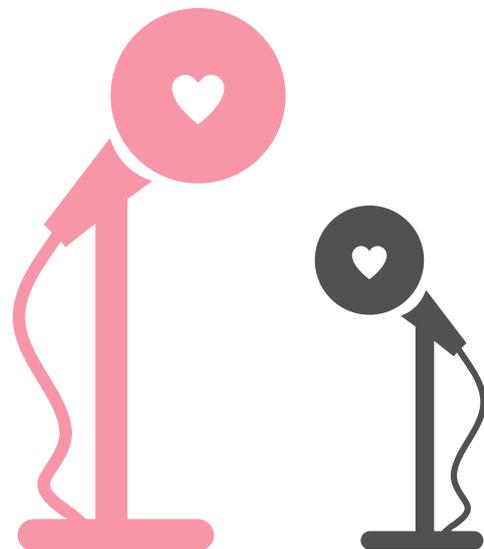
We can provide banners, balloons, donation envelopes and plenty of other promotional materials to make your event stand out. If you would like to do a talk on the night, we can provide examples of speeches or help you to create your own speech and we have plenty of videos we can share with you too.

The legal bit



Your safety is our main concern – that's why this bit's here! Please follow these guidelines to keep yourself protected when organising your event.

- Raffles – sale of raffle tickets and raffle draw must only take place at the event. Only sell tickets to people over the age of 16, cash prizes cannot be a prize, all tickets must be sold at the same price (see our raffles how-to guide).
- Risk assessment and insurance – please check with the venue to see if their insurance will cover your activities for the night.





Meet Jacqui and Beth

“The reason I chose to support Breast Cancer Now is two-fold really. I was diagnosed with Triple Negative Breast Cancer aged 45 in December 2014 and I lost my mother to Breast Cancer in 1986 and she was only 45 when she died. I wanted to support a charity that was dedicated to funding research into the disease.

Together, we have now raised over £4,000 from shows.

This is normally done through ticket sales and then our fundraising boosters which are stalls, raffles and silent auctions. Entertainment is usually provided through goodwill by local artists and our Sing Stars choir.

The day starts about 9am with the setting up of stalls, rehearsing songs and testing the sound system. Then we have full run through of shows. Rehearsing is important! We normally finish about midnight, happy and exhausted, having counted the money raised.

At the last two events we had two shows, one mini show for children in the afternoon, starting around 1pm and one in the evening for adults, starting at 7pm.”

Jacqui & Beth's top tips

- ♥ Set the date and venue first and go from there!
- ♥ Decide on a theme – it's great to have a new theme every time to keep it fun and fresh.
- ♥ Have a good team of volunteers to help with the event on the day and who you can delegate tasks to during the build up.
- ♥ Have a really well planned out schedule, and keep referring back to it so you don't lose track of timings and details.
- ♥ Be organized!
- ♥ Communicate well with your volunteers and venue. WhatsApp groups are great for organising groups of people!
- ♥ Stay focused.
- ♥ Rehearse everything. And when you think you've rehearsed enough, do it again!
- ♥ Remember why you are doing it – to help create a future without fear of breast cancer.
- ♥ Most importantly; enjoy it!

How long you'll need

You need enough time to find a venue, recruit performers and schedule in rehearsals too. Ideally give 3-6 months to plan the event, depending on the size of the show or performance you're planning.



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Registered charity no. 1160558 (England and Wales), SC045584 (Scotland) and 1200 (Isle of Man).

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