



## KEY TASKS FOR THE PLUMSTEAD MAKE MERRY

### FUNDRAISING

The Plumstead Make Merry festival is run entirely by volunteers, from the planning stages through to the management on the day of the event. This list of key tasks is for the Fundraising, there are many specific areas of responsibility throughout the event, all of which require some involvement with others. Though the list below may not be comprehensive, it does outline the key tasks required by volunteers. For each area (sub-group) there is a lead person responsible in the run up to the event which may differ to the person specified as the on-day lead, and they will delegate tasks. Volunteers may wish to be involved in one or more of the tasks, or may wish to be a part of more than one area of responsibility, you may be able to dedicate only a couple of hours or you may be able to commit to more time, and in many cases no previous experience is necessary. Volunteers do need to be aged 18 or over. As a not-for-profit organisation we are unable to pay volunteers.

It is important that all sub-group leaders review feedback from the previous year's event at the planning stage. All volunteers need to adhere to all Health & Safety and Licensing Regulations that are relevant to that section. All lead persons need to ensure that they brief all the volunteers working with them, and liaise with other sub-group leaders as they may have information or requirements that affect that section.

If you are interested please drop us an email at [volunteers@plumsteadmakemerry.co.uk](mailto:volunteers@plumsteadmakemerry.co.uk)

### FUNDRAISING

Tasks include the following:

- Research opportunities and sources of funds and apply by the deadline.
- Ensure any terms and conditions that the fund providers require are adhered to. This may include final reports or other documents.
- Maintain spreadsheets and records of fundraising as required by law.
- Liaise with Publicity Coordinator as some funding applications may require a vote on social media platforms from followers.
- Co-ordinate other events to raise funds, for example quiz nights.
- Ask for donations from local businesses. Welcomed donations may include food and drink for the Acoustic Café and steward lunches, flowers for the tables in the Acoustic Café, or any other donations.
- Compile sponsorship options and source sponsors.
- Liaise regularly with the Treasurer.

