



Lead Scotland: Event Pack





EVENT PLANNING LIST

4 WEEKS +

- Select a date and time
- Decide on a theme
- Plan your guest list
- Look for a venue or host it yourself
- Book entertainment and extras
- Decide if you want food/drink at the event
- Invite your guests
- Look for volunteers to help

3 WEEKS

- Plan the details
- Devise a schedule for the day
- Start to think about decorations
- Start to promote the event

1 WEEKS

- Follow up guest list
- Confirm plans for the day

DAY BEFORE

- Pick up final decorations and orders
- Charge your work phone (ready for taking lots of pictures)

ON THE DAY

- Decorate the venue
- Take lots of pictures (make sure they fill out the photo consent form)
- Welcome guests
- Relax and enjoy

DAY AFTER

- Thank you shout outs
- Clean up
- Review photos and send them to E&F Officer

EVENT PLANNER

DATE:

TIME:

Schedule

To Do List

Event Overview

Location:

No Of Guests:

Notes

In Person Events

Afternoon Tea

- you don't need much for this just a village hall, teapots, sandwiches and cakes.

Bingo

- much like the afternoon tea you don't need much. You just need a venue, some snacks and prizes.

Quiz Night

- This can also be done during the day. All you need is a venue, a well rounded quiz and some prizes.

Coffee Morning

- This is a great way to collaborate with other organisations. Coffee, biscuits and cake go a long way.

Talent Show

- Let our learners, befrienders and volunteers showcase their talents. whether that be singing, dancing or comedy let them shine

Karaoke Night

- Much like a quiz this can be done during the day and who doesn't love a bit of karaoke?

Pizza Party

- Free food always goes down well and this can help you reach new people.

Active Events

Kiltwalk

- Great way to fundraise and spread the word about what we do

45,000 steps challenge (can include furry friends)

- This can be done over a month for it to be more achievable



Hybrid/Online Events

A lot of the events you can do in person you can also do online.

Bingo

- much like the afternoon tea you don't need much. You just need a venue, some snacks and prizes.

Quiz Night

- This can also be done during the day. All you need is a venue, a well rounded quiz and some prizes.

Coffee Morning

- This is a great way to collaborate with other organisations. Coffee, biscuits and cake go a long way.
- If you need any cake toppers for this please contact the E&F Officer

Talent Show

- Let our learners, befrienders and volunteers showcase their talents. whether that be singing, dancing or comedy let them shine

Karaoke Night

- Much like a quiz this can be done during the day and who doesn't love a bit of karaoke?

Pizza Party

- Free food always goes down well and this can help you reach new people.



How to celebrate our 45th Birthday?

As you know this year we are turning 45, take a look at how you can celebrate with us.

Afternoon Tea

For afternoon tea you don't need much. You just need a venue, some snacks and a great conversation. There is nothing like finger sandwiches and cake that doesn't bring people together. You can even play some parlour games like bingo or a little quiz to get people chatting.

Coffee Morning

If afternoon tea isn't your thing then why not host a coffee morning. Coffee, biscuits and cake go a long way. This can even have little games like guess the weight of the cake. If you're feeling creative then you could even make up your own games.

45,000 steps for 45 years

Looking to take on a new challenge?


Why not get your walking shoes out and your winter coat zipped up to get out and see your local sites. Do it by yourself or get friends and family involved.

If you have any other ideas feel free to reach out to the E&F Officer: fundraising@lead.org.uk





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Should you require this report in any other format such as plain text or
braille please email us at enquiries@lead.org.uk or call 0131 228 9441.