# Coolmine's winning ways for fundraising

# success

# Thank you for taking a great new step and deciding to organise a fundraising event for us. Fundraising can be as small or as big as you want to make it - the World's your oyster – go for it!

What you are about to do will really change people's lives. Every cent or euro raised will give us the opportunity to provide more services to people who are trying to turn their lives around, and live a fulfilled life for themselves and their family.

This guide should help you along the way to meet your fundraising goals no matter how big or small your event or activity. We have tried to cover all the angles we think you should consider before you get going, but if there is anything else you need to know not covered in this guide, please contact the fundraising office. Contacts can be found on the rear of this guide.

Thank you once again for embarking on your fundraising event for Coolmine, we hope that you have a great time fundraising - wish you the best of luck!



# I want to hold a fundraising event, what do I need to do?

This is a list of steps that should ensure your event goes well and repays all your hard work fundraising for Coolmine.

#### Step 1 - Choose an activity

If you or a group of friends / work colleagues or school want to organise a fundraising event for Coolmine, but feel a bit stuck for an idea, have a look at our suggestions list for inspiration. Or you can contact the Fundraising Office if you want to discuss options on 01 679 4822.

#### Step 2 – Register your event with us

To help us offer you the best available support for your event, please complete our Event Registration Form and return it to us at least three weeks in advance of your event, we can then publicise your event on our website. To download the form, please click on this link and either post or email your form to the Fundraising Office, (contact details above). Step 3 - Get yourself and helpers organised

- Allow plenty of time for planning and organising your event- you could be surprised to see how long it can take to get others galvanised into action!
- Get as many of your friends, family and colleagues as you can to help you many hands and all that...
- Make sure that you get permission for your fundraising event. A permit must be obtained from the Garda if collecting in public places, and for events in public buildings such as supermarkets, shopping centres and public houses you must seek permission from the owner or manager. Be prepared to apply for permission at least 3 months in advance as many places get lots of requests.
- Consider whether you may need public liability cover for your event if so, please contact us for guidance.

To help you make the most of your events and activities, you can download the following documents to help you get started straight away:

**Get your event noticed! Guide for getting press coverage** - for further information about how to approach local media, writing a press release and other ways to get your event covered.

**Sponsor form** – to make sure you can maximise your sponsorship for your event, please contact us for an official Coolmine sponsorship form and hints guide to help you on your way to raising lots of money.

#### Step 4 - Ask us

Whatever event you decide on, we can give you guidance on how to make sure your event runs smoothly on the day. If you need to discuss any aspect of your event, please phone or email the Fundraising Office.

#### Step 5 – Banking that cash

Once your event has taken place please request a fundraising returns form from our fundraising office. We recommend you then send us the money in one of the following two ways:

1. As you collect funds, use your credit card, or debit card, to pay an equivalent amount to Coolmine Therapeutic Community, via your mycharity.ie site. This is a free, quick and convenient service we would recommend you to use.

Before you start fundraising, you can register on the mycharity.ie site and then pay in your money as and when you receive it. Your supporters can use it too as you can send them an email link to the fundraising page you set up on their site. All they have to do is log onto your page and make a donation. The money you raise will be transferred straight through to Coolmine. You can choose to be notified by e-mail every time someone sponsors you or you can just check back on the site every so often to see how cuickly your sponsorship amount is 2. Pay all the money you've raised into one bank account you set up for your event, and then write just one cheque from it for the total, payable to 'Coolmine Therapeutic Community'. Send the cheque with a completed fundraising returns form, together with all sponsorship forms, to:

The Fundraising Office, Coolmine House, 19 Lord Edward Street, Dublin 2

#### Please do not under any circumstances post cash!!!!!!!!

If you have lots of change, that's good too, but please ensure you complete the form for cash as well. To deposit cash, please bring it to our Fundraising Office at Coolmine House, 19 Lord Edward Street, Dublin 2.

By sending in the form with your money, you will help us to make sure we can credit yourself and your helpers promptly. Try and send in the money as soon after the event as possible so that you don't have too much cash hanging around which could be a security risk. If you are sending in your money in more than one go, please print extra copies of this form and send it with each cheque / cash amount.

#### Collect sponsorship as you go

If you are taking part in a sponsored event, such as the minimarathon, after you've completed your event, the last thing you'll want to do is chase people for sponsorship money. So why not collect the funds at the time when your sponsors agree to support you? You may like to use the mycharity.ie option as an easy way to get your sponsorship in.



## Fundraising ideas

If you are a bit stuck on what to do for your fundraising – here is a list of suggested events you might like to consider organising:

#### **Home Events**

These are the most common and quite often the most enjoyable fundraising events. You can invite friends around for a meal or a BBQ and charge a suitable cost. People who are reluctant to pay sponsorship are often happy to pay to play a game or participate in a party!

• BBQ or curry night; seasonal parties (Halloween, Christmas, St Patrick's Day, Easter); a coffee morning, fancy dress party, a bingo night or race night or even a karaoke night! You can organise competitions, play party games, and give prizes. You can have indoor games competitions (e.g. darts, Trivial Pursuit, Who Wants to be a Millionaire, Scrabble, Monopoly etc). Other ideas for home events: Clothes swap party, pamper party, themed birthday party and safari supper.

#### Special events for school / workplace / club

These may be similar to home events but probably on a bigger scale. Why not try a quiz? If you organise enough teams your local pub may be able to set aside a room or part of a room for the event. Some prizes can be offered – perhaps ask local shops or businesses to donate them. You could organise a postal quiz where you photocopy the questions on a sheet and people pay an entry fee.

There are many other events you can promote. Some take more work than others of course, but here are a few examples – fashion show, art exhibition (where artists donate a piece of work or a portion of the price of their work), treasure hunt, talent/singing competition, dance/disco, fancy dress party, five-a-side or fantasy football competitions, sponsored ten-pin bowling, sponsored hikes or head or beard shaving etc.

Auctions can be successful events but they rely on you attracting the right numbers of the right kind of people (people who are interested in the items for auction, and who have money to spend on them!). You may be able to persuade local companies to donate goods or vouchers. Local newspapers like to get involved with this type of event.

Some people like to give talks to raise money, for instance about a hobby of theirs or an event or personality from local history that they have researched. Often people do this with a slide show of an unusual or interesting holiday they had. If you have a good audience and know your subject you could get good results. You could try advertising your talk very cheaply or for free in local newspapers or parish magazines.

If you are selling tickets for a raffle, you must get a license from the Gardaí. Also you must have specially printed tickets that state where and when the raffle will be drawn. Please ask us if you have any queries regarding this.

Clean out the attic and help a good cause at the same time! Car boot sales are always popular simple fundraising events. Just get friends and family to donate unwanted things – toys, books, clothing etc. – and sell them at a car boot sale. At larger car boot sales you know you will always have people around to sell to.

If you have access to a community or church hall you may be able to have a sale of work – where people donate their cooking, crafts, and garden produce for sale – or to organise a craft fair or fete where you charge stallholders a fee for a pitch. You can also charge for admission and refreshments. You will need to ensure that the event is well publicised so that there are enough stall-holders and people there on the day. If this is too much work or too difficult you could rent a pitch at a market or fair and sell goods yourself.

Organise a Sunday countryside ramble and charge an entrance fee to take part. Rambles can take on a variety of different themes – fancy dress, three-legged etc!

Finally, why not organise a dinner party challenge! Invite 10 friends for dinner and ask them all to donate  $\in 10$  each to Coolmine. Then encourage those 10 friends to host their own dinner party for another 10 people and charge  $\in 10$  each. This can then progress on and on until people run out of friends! It is a very fun and easy way to raise money.

These are just some ways in which you can hit and exceed your fundraising target. It is important that you always encourage your friends and family to bring new people along with them – this expands the group to 'friends of friends' and should have a big impact on the money you raise.



## Keeping it safe

Coolmine Therapeutic Community cannot accept liability for accidents. Please make sure that everyone is safe while having fun and raising funds for Coolmine. The following guide will help you to ensure that all your participants and spectators enjoy their fundraising and stay safe.

- On the advice of the Health & Safety Authority, we need you to carry out a risk assessment for your event. This is defined as simply 'a careful examination of anything related to your event that could cause harm to people', so that you can weigh up whether you have taken suitable precautions or should do more to prevent harm. For more information, visit www.www.hsa.ie/eng
- Please contact us for a copy of our own risk assessment form. Please make sure that you send us a completed copy for our reference. If you need any help filling in a risk assessment, please contact the fundraising office for support.
- Coolmine does not encourage particularly hazardous activities, such as hang-gliding, parascending, microlighting, abseiling, assault courses, or bungee jumping.
- You must comply with the Safety, Health and Welfare at Work Act, 2005 (www.hsa.ie/eng), and all other relevant subordinate legislation. Remember, the Safety, Health and Welfare at Work Act applies to volunteers as well as to employees.
- If you are going to be carrying money around, be vigilant about personal security. Always use a safe route and always be accompanied and/or carry a personal alarm.
- Make sure that no one is fundraising, working or spectating in an unsafe environment assess the risks involved and make sure that they are eliminated or minimised to an acceptable level. Do not allow children to ask for/collect money alone or without an adult (someone over 16 years of age).
- If sub-contractors or facilities (portaloos, bouncy castles etc) are used, make sure that they have the requisite experience and insurance cover.
- Consider First Aid requirements. Contact your local branch of St John's Ambulance for advice or assistance.
- Consider fire safety contact your local Fire Station.
- Consider using other national sources of free health and safety advice, for example, the Health and Safety Authority has published guidelines on risk assessments and safety statements: http://publications.hsa.ie/index.asp?locID=34&docID=272

## Keeping it legal

There are rules and regulations that you must abide by with fundraising within the general public, namely new rules that come under the Charities Bill 2007 which will come into force later 2008.

As you are fundraising for Coolmine, please be mindful of any legal requirements set out below that you need to follow. Coolmine cannot accept liability for activities run in its name.

If you want to get more advice, you could contact National Organisation of Voluntary Bodies may all be able to offer advice and support, depending on what you're planning to do. If you describe your intentions and explain who is likely to attend, these organisations should be able to advise you.

#### Seeking advice and permission – a checklist

The Charities Act, 2007 will require all people undertaking a public collection in the Republic of Ireland to acquire a permit from a Chief Superintendent of the Garda Síochána for cash and non-cash collections alike, except within the grounds of places used for public worship.

You also need to contact the Garda if you event takes place in a public area. For example, if the event is to be held on public roads, or if it could cause traffic disruption. If you are going to organise an event in a park, you will need to contact the council office that oversees that facility. For events or collections in shopping centers or outside supermarkets, you will need to contact the storeowner or shopping centre office for permission. It can take quite a few months to get permission as they receive a lot of requests, make sure you apply well in advance.

If you're collecting on private property, such as in a pub or supermarket, you must obtain permission in writing from the owner or manager. And when you're collecting, you must always have a copy of the written permission with you.

Anyone who's collecting on your behalf must be aged 16 or over. (So must you!)

Please do not pressurise people to donate – and please do not act in a manner that might damage Coolmine's good reputation (or even your own!).

#### **Collection boxes/buckets/tins**

For legal reasons, as well as cost, we're sorry that we cannot supply collection boxes, buckets or tins to fundraisers. All donations must be placed in a sealed container. The seal on the collecting box may be a lock, self-adhesive paper, or some other device – just as long as it provides a means of easily detecting any attempt to tamper with, or break the seal.

By itself, a lock can usually be opened and closed fraudulently without detection, so it's a good idea to include some other form of sealing device too.

Collection boxes, buckets, and tins must be opened and counted by two people – you and someone to whom you are not related.



## Getting the limelight

# How to get your event or fundraising activity covered in the press and media

First decide why you want/need publicity – what is the main reason for seeking publicity. Then think, who are you trying to get your 'message' to - who is your target audience? Put these two factors together and you should have a good idea of what your aim should be in terms of publicity.

Next step is to think who is out there you could target:

Local newspapers	National newspapers
Magazines	Internet news sites / interest sites
Local radio	National press
TV	Bloggs & email messages
Parish magazines	

You may decide to go for more than one avenue of the media and press to publicise your event. But this us where you need to think outside the box –this is your fundraising event, so you are very keen to promote it, think about how much interest it may have with the media.

You need to understand a little about what they are looking for – depending on who you are going to send your release to, will depend on their level of interest. For example, a local paper is more likely to publicise your event such as a sponsored walk rather than a national paper. A national paper will only pick up the story if it has a unique dimension – e.g. the first of its kind or if there are high profile celebrities / ministers involved. Even then, its not always a given that you will get any coverage. A major news story breaking can bump other stories off the page, as there are only so many column inches printed. If you are organising an event such as a garden opening or a sporting activity, why not send your release to the sports or gardening section of the local paper – don't just aim for the 'charity' pages. You can also target specific magazines such as walking / activity magazines and gardening magazines. These journals often have a 'what's on' section as well where you can get your event publicised.

So if you've decided to contact the press, here is a short guide to help you write an effective press release to help you get the coverage you want:

#### How to approach your local newspapers

Each paper, even the smaller, local ones will have journalists or editors who work on certain sections of the paper – it's these people that you want to address your press release to. To find out who does what, you can contact the paper directly, or, why not buy some copies of the paper over a number of days to research who you should contact and see what type of story they like to cover. This can be very useful for ideas of what you might include in your press release.

#### How to approach a local radio station

Local radio stations are a great medium for publicising your event. Again, give them a call and ask for the news desk and then send them your press release inviting them to contact you. If you know the name of a programme host whose show features this sort of news, address your release to them. Again, try to call your contact within a few days to confirm they received your information and ask if they are interested in covering your event.

You may be nervous about appearing on radio, try not to be, you will find that the station staff will put you at ease. If you have any problems finding contact numbers for your local newspapers or radio stations please contact the fundraising office for support.

#### How to write your press release

- The best press releases provide good, clear information about the event / story.
- You should always include the main points of your press release in the headline and opening paragraph.
- Quotes and less important information can be included towards the bottom of the release. Few journalists read a full release so make sure all the important information comes first.
- Don't use jargon or 'industry / in-house' language in your release or abbreviations.
- Always start with an attention-grabbing headline.
- Include the date and time of your release.
- The first paragraph should only run for two or three sentences and should be able to sand alone in a news item.
- The next few paragraphs need to cover Who? Why? What? When? Where? How? These paragraphs should provide more detail on what you have in your opening paragraph and include any relevant facts or figures. You may also want to illustrate the story with quotes from a spokes person (which could be you), but make sure you limit these to two people.
- At the end of your press release you should type the word 'ENDS' to indicate that it is the end of the release.
- Editors note, ask Coolmine for their version this is facts and figures about the organisation as a whole and any other additional background about your event, etc which you would like the journalist to know.
- Contact details: Always include a contact number and your name for someone to contact you (even after hours) so that they could ask you for more information, arrange a photograph session, etc.
- Branding, make sure you use Coolmine's logo on your press release you can request a copy of the logo from the fundraising office.
- Check email a copy of your prepared press release to the fundraising office just so that they can double check you have everything factually correct. Remember, by organising a fundraising event for Coolmine, you are acting as an ambassador of the organisation.

- It may be a good idea to enclose a photograph of yourself to personalise the release.
- Send it by email! This way you can send your press release off quickly to many sources make sure you include the file attachment and any high-resolution photos if you have them.
- You should try to call your contact within a few days to confirm they received your information and ask if they are interested in writing about your event.
- Invite the journalist and/or a photographer to come along to your activity. If you build a longstanding friendship, it will reap rewards time and time again.



# Press release



Date: Contact name: Contact number: FAO: NEWS DESK

# The Office cycling its way to money for Coolmine

Staff from ABC Ltd, will be cycling to raise money for Coolmine Therapeutic Community, one of Ireland's leading drug & alcohol addiction support services. To raise money, staff are cycling their way from Belfast to Dublin on (date) at starting at (time) covering xxx miles with the aim of raising €xxx sponsorship for the charity.

Betty Smith, HR Manager at ABC said of their challenge, "We have chosen to support Coolmine Therapeutic Community by cycling from Belfast to Dublin because... Paul Conlon, Chief Executive of Coolmine Therapeutic Community said, "We are delighted that ABC Ltd is (organising this event) for Coolmine Therapeutic Community. Every contribution makes a difference and funds raised will go towards ensuring that we can continue to offer vital support to those who want to beat their addiction to drugs & alcohol, and turn their lives around for themselves and their family and friends.

People who may want to seek support for drug & alcohol addiction can contact Coolmine Therapeutic Community on 01 69 4822 or by visiting their website www.coolminetc.ie

## - Ends -

# Notes to Editor

- Betty Smith is available for interview.
- support men and women become free of their addiction to drugs and alcohol. Since including residential and day programmes, outreach services, aftercare, education and employment initiatives. Each programme of care is tailored to the needs of the Coolmine Therapeutic Community is a unique organisation in Ireland that works to 1973, the organisation has supported clients through a range of programmes individual and also includes support for their family.
  - programmes. They also provided 530 assessments within the prison service through Last year, Coolmine provided support to over 270 clients through their range of their prison outreach programme. .
    - It costs in the region of  $\in 2$  million for Coolmine to provide a range of vital support programmes for people seeking help with their drug or alcohol addiction. .
      - People who may want to seek support for drug & alcohol addiction can contact Coolmine Therapeutic Community on 01 69 4822 or by visiting their website www.coolminetc.ie
        - Coolmine Therapeutic Community is a registered charity number: CHY 5902.



## Counting all the cash

Once your event has taken place please request a fundraising returns form from our fundraising office. We recommend you then send us the money in one of the following two ways:

- 3. As you collect funds, use your credit card, or debit card, to pay an equivalent amount to Coolmine Therapeutic Community, via your mycharity.ie site. This is a free, quick and convenient service we would recommend you to use. Before you start fundraising, you can register on the mycharity.ie site and then pay in your money as and when you receive it. Your supporters can use it too as you can send them an email link to the fundraising page you set up on their site. All they have to do is log onto your page and make a donation. The money you raise will be transferred straight through to Coolmine. You can choose to be notified by e-mail every time someone sponsors you or you can just check back on the site every so often to see how quickly your sponsorship amount is growing.
- 4. Pay all the money you've raised into one bank account you set up for your event, and then write just one cheque from it for the total, payable to 'Coolmine Therapeutic Community'. Send the cheque with a completed fundraising returns form, together with all sponsorship forms, to: The Fundraising Office, Coolmine House, 19 Lord Edward Street, Dublin 2

Please do not under any circumstances post cash!!!!!!!!

If you have lots of change, that's good too, but please ensure you complete the form for cash as well. To deposit cash, please bring it to our Fundraising Office at Coolmine House, 19 Lord Edward Street, Dublin 2.

By sending in the form with your money, you will help us to make sure we can credit yourself and your helpers promptly. Try and send in the money as soon after the event as possible so that you don't have too much cash hanging around which could be a security risk. If you are sending in your money in more than one go, please print extra copies of this form and send it with each cheque / cash amount.

#### Collect sponsorship as you go

If you are taking part in a sponsored event, such as the minimarathon, after you've completed your event, the last thing you'll want to do is chase people for sponsorship money. So why not collect the funds at the time when your sponsors agree to support you? You may like to use the mycharity.ie option as an easy way to get your sponsorship in.

Remember! If your donation is 250 or more and you pay income tax, we can reclaim the tax you have paid on your income, making your donation go further, without any additional cost to you! Download a tax form from our website at www.coolminetc.ie



# How to make the most of your sponsorship

The most reliable, and popular, way to raise funds is through sponsorship – either by using conventional sponsorship forms, or via electronic efundraising – visit mycharity.ie for more information on how to set up your own fundraising page and email all your contacts to get them to sponsor you. To get the most out of your sponsorship, we have a list of hints and tips to help you along the way:

- When asked for sponsorship, people will often follow the example of the previous entry on the form. So it's a good idea to have one sheet for £5 or £10 sponsors and another starting at £20 £30 for your more lucrative contacts. Then you can choose the most appropriate sheet to give each sponsor.
- Show your sponsor what their donation could mean for Coolmine's work, e.g. 100 would support a counselling session with a family.
- Put your sponsorship form up in your staff room/common room/reception area *Tip: to help it stand out, photocopy one at double* size – and perhaps on coloured paper. If your company doesn't object, email all your colleagues at work to let them know about the sponsorship form and what you are doing to raise funds for Coolmine – see permission from your line manager first.
- If you are sending out your sponsorship form in the post try including one or more stamped envelopes addressed to other friends, family members, etc. Then ask the person you have sent the form to, to forward it using one of the envelopes provided. In this way the form can go to several other people before it is returned to you. Most people will remember to pass the form on, especially if others are depending on them.
- Make sure you take a sponsorship form with you wherever you go you never know when you might next have an opportunity to offer it to someone!

#### Communicating

- Enlist help from other people. It's surprising how often people will help you to fundraise. Don't be afraid of asking your friends and family to approach their own friends.
- Blanket letters to companies asking for their support hardly ever work. Instead, draw up a list of friends and relatives and the companies that they work for. Ask if they would help by taking a sponsorship form around for you. There is nothing like the personal touch!
- When asking people to sponsor you, make sure you know something about Coolmine and the work we do. If you would like copies of our literature for your fundraising, please ask. We can also give you copies of our annual review. We will make up posters for you to advertise any fundraising events you may have planned. If you would like general information on our work, please check out our website www.coolminetc.ie
- Use your company's existing communication channels to publicise your challenge or event corporate newsletters, Intranet sites and message boards are all good ways of spreading the word.
- Change your email auto-signature so that every email you send out promotes your challenge and catches people's attention.
- Remember to keep your sponsors in the loop. This respects their interest in your effort and our work. Let them know about your training progress or other preparations through an email or short newsletter, and thank them after you have collected their pledge with a thank you letter or through an email greeting card.

#### **Using the Internet**

- If you are contacting people at the other end of the country or in a different country, why not set up a personal fundraising page on our on-line donations system? This runs through a secure website: mycharity.ie. Using this system people all over the world can donate in confidence using a credit or debit card. For more details on how to set up a dedicated fundraising page follow the instructions on the mycharity.ie website.
- Why not make use of the popular buying and selling website ebay? Using their 'Giving Works' system you can donate as little as 10% and as much as 100% of the selling price of your item to a worthy cause of your choice. You can buy and sell most things on ebay so have a look through your cupboards and see if you have any unwanted items that you could sell. After Christmas why not try to sell any unwanted Christmas presents! Also, ask your friends if they have anything you could sell!
- Check whether your company runs a 'matched giving' scheme they could double your money!

If you have any queries, problems or are stuck for ideas please contact fundraising office on 01 6794822



### Last jobs to do – check list to success

- 1. Make sure you have all your equipment organised before the event.
- 2. Make sure you have enough help on hand for your event many hands make light work!
- 3. Have a cash box which you can secure to take any ad hoc donations on the day.
- 4. Make a list of all your donors so you can thank them after the event, or get all their details and pass them onto us to thank.
- 5. If you are organising an event for members of the general public to attend, make sure you have your first-aider organised.
- 6. Review whether you need insurance to cover the event and make sure you have enough cover.
- 7. Get your publicity / press releases out in good time at least 5 days before the event for radio, internet and newspapers and two months for journals. Remember to follow up the release with a phone call and invite the journalist along with a photographer.
- 8. Give yourself time, it's easy to run out of time if things start to go wrong. Good planning is essential.
- 9. Get your money counted and verified by a witness (not a relative) and either send us a cheque, use our mycharity.ie service or visit the fundraising office to deposit your fundraising. Don't forget to bring in your sponsorship forms (if applicable) with your donations.
- 10. Have fun during the big day and after the event, have a rest!

## Do's and Don'ts

#### Do

Have a realistic target in mind of what you want to raise.

Make sure you give yourself enough time to organize the event – sounds simple enough but its best to play safe. Things can crop up unexpectedly all the time, which could mean that you need to re-plan an element of your event, e.g. contractor has to cancel on you. One way to assess how long you need to plan is to work backwards from a proposed day for the event and then add in times for how long it would take you to accomplish each task. Then you will get an idea of how long you need to allow yourself to get all your tasks completed before the day.

Make sure you draw up a list of everything you need to do before the day, as well as on the day, so that you don't miss out on anything.

Draw up an equipment list so that you have everything ready.

Rope in some help and delegate! Friends and family are great helpers, as are work colleagues once you have them on board. Always accept help as its no fun to get to the day of your event and find yourself worn out before it starts – fundraising should be fun.

Keep smiling!

#### Don't

Forget that you are acting as an ambassador for Coolmine, so do not engage in any event that is illegal or a risk to others safety.

Don't try and overstretch yourself with an unrealistic target, or saddle yourself with a lot of costs if you are uncertain of covering your costs. You will be liable to pay any outstanding amount, not the charity.

Please respect the right of people not to support fundraising efforts and don't pressurise anyone to support collections or other fundraising efforts.

Forget to say thank you to those who help you or give you a donation.

Don't hesitate to ask for support from the fundraising office if you need guidance. They can't take on your event for you, but could offer some helpful advice.

Don't forget why you decided to organise the event in the first place – remember, every Euro you collect for Coolmine will really make a difference to someone who wants to turn their life around.

Thanks to the following photographers who kindly allowed us to use their images:

James Horan www.jameshoran.com.au Tracey and Joe Zach Casper Kevnin Wen James Laurence Stewart

Please visit their work on Flickr.com

#### Best of luck!