

FRIENDS OF BURITON SCHOOL

REQUEST TO RUN AN EVENT/FUND RAISE

Event	
Date	
Core Team – (underline leader)	
Venue with details of who will book it and cost	
How much do you hope to raise?	
Funding Required – if Yes how much?	
Are Volunteers needed?	
Is a “bring to school day” needed? Date? School Approval	
Cost of Event? (i.e. free event/£2.50 per book)	
Advertising? In School and Out	
Press Coverage/Press Release?	

Are the following Needed		If Yes - Who is responsible?
Risk Assessment	Yes/No	
Do you need First Aider/Fire Warden	Yes/No	
Is an Alcohol License Required?	Yes/No	
Will there be food/drink and someone with a food hygiene certificate required?	Yes/No	
Electrical Testing	Yes/No	
Gaming License (for raffles etc)	Yes/No	
Copy Right (for film night)	Yes/No	
CRB checks	Yes/No	
Other Licenses		

Approval Given (Date)	
Final Amount Raised	
Lessons learnt	

All cheques made payable to Friends of Buriton School