

‘Creativity is contagious. Pass it on’

Albert Einstein



Chippy Theatre reaches an astonishing milestone this year: it’s forty years since the founding and inception of a professional theatre company in the town. When The Theatre opened, Chippy residents were each asked for £1 towards the refurbishment; and those first pound notes have gone a long long way!

A Theatre for everyone

Now we’re a big part of the local economy; The Theatre is a big tourist attraction and one reason why people visit the area. Last year we brought 13,695 visitors into Oxfordshire - and we work with around 70 local companies and suppliers each year.

We have a professional staff team of over 25 full and part-time staff, and a huge volunteer team who help us to operate. This year we used over 4000 hours of volunteer time!

The Theatre now achieves a whopping 77% of income through ticket sales and merchandising, with the remaining 33% coming from Grants; Trusts, Foundations, Corporate Supporters, the fantastic Friends of The Theatre – and the wider local community.

In the last twelve months we’ve presented 363 ticketed performances, including films, theatre, concerts, live screenings, pantomime and comedy.

And the Theatre isn’t just for audiences. Each year we offer over 900 sessions of active educational, outreach and community work.



The Theatre is looking for Community Fundraising volunteers to help us to celebrate this fantastic, extraordinary journey and help us put the vision and the financial security in place for another forty fabulous years.

Our **‘Guide to Fundraising for Chipping Norton Theatre’** has all the information and guidance you need to get started.

A guide to fundraising for Chipping Norton Theatre

What can you do?

It's up to you! Pick something you can manage comfortably – we want you to have fun as well as raise money; you could run a coffee morning; hold a raffle, run a mile (or a marathon), sell cakes or surplus produce from your garden, organise a concert.....come up with an original idea!

When can you do it?

Think about who your supporters might be; what else could they be doing on the day you have chosen (look out for big sporting events and local events such as Chippy Mop or one of the local music festivals)? Give yourself plenty of time to prepare – and plan time to put your feet up afterwards.

Where can you do it?

Is your home/garden suitable? Will you need to hire a room, put up a tent, book a pitch? Will you need a licence?

Money for nothing?

There are bound to be some costs involved in planning and organising your event/activity, even if it's just buying coffee, milk and tea bags and ingredients for your yummy cakes.

Think about how much you might have to spend – and keep a list of your actual expenditure. You can cut costs by asking friends, family and local businesses to donate goods or prizes. A good target to aim for is raising 3 times the amount you spend – so if your event costs £50 to put on, you should hope to clear at least £150

What next?

Once you've decided on your event/activity, please read and complete the attached **registration form** and send it back to us for approval. We'll check it doesn't clash with other Theatre activities and once we've approved it, you're good to go!

Make a list of everything you might need to do:

Before your event including publicity; licensing organising volunteers to help; making and baking; getting a cash float.

During your event; including meeting and greeting; running stalls/activities; litter picking; traffic management.

After your event, including tidying up; returning anything you borrowed or hired; presenting your profits to the Theatre!

Shout about it!

Ask friends, family and colleagues to support you (don't just assume that they will), tell the public; make posters, fliers, use social media, newsletters and the Chippy News. Ask us for help with 'In Aid of The Theatre' branding.

You could ask your employer, local companies or businesses to sponsor you, or they might give you a discount on anything you buy from them for the event – but if you plan to contact a local company in this way please have a chat with us first, just in case we are already talking to them!

Matched giving

Lots of employers have a Social and Environmental Policy and are prepared to match-fund any donations their employees raise for charity. It never hurts to ask!

Sponsor forms

If you're running, walking, cycling, swimming, jumping, sitting quietly – or doing any other sponsored activity you can think of, we'll give you official sponsor forms to use to help us claim any Gift Aid on the money you raise. You can also set up a sponsorship page by visiting justgiving.com. The money you raise is sent to Chipping Norton Theatre's bank account and Gift Aid gets sorted out automatically.

Saying 'thank you'

Once your event is over and you've finished fundraising, don't forget to thank everyone who helped you along the way.

Tell us what you did

Please keep in touch and let us know how you get on. We'd love to hear your story and see the pictures.

Send us the money

All your hard work is now over and you can take pride in the amount you have raised. If you haven't used justgiving send a cheque made payable to "The Theatre Chipping Norton" along with your Gift Aid sponsor forms, where appropriate.

Fun, Safe and Legal!

We want your event or activity to be as successful as possible and there are some rules and regulations that you need to be aware of. If there is anything you're not sure about, please contact us for advice before you start to fundraise. Please also carefully read the letter we will send you after we have approved your event and the **Organisers Guidelines** which you can find on your registration form.

Alcohol at events

If you plan to sell alcohol at a venue, you will need to apply for a Personal Licence from your local authority. It is worth checking with them before you set a date for your event to be sure of the arrangements and timescale for applications. If you are giving alcohol as a prize, you must not give it to anyone under the age of 18.

Photography

If you are taking photographs at your event please ask us for a form for people to sign, allowing The Theatre to use the photos as well. If you want to use photographs of children from your event to send to the Chippy News, a local paper or to us, you will need written permission from their parent or guardian. It's a good idea to check with adults too, just in case they don't want any publicity!

Insurance

Check what insurance you need to cover any equipment for the safety of people taking part. If you are doing an event at home, you should check whether your insurance policy covers you for Public Liability. If you are hiring a venue, ask to see their insurance cover and check if you need to add anything. The Theatre cannot take responsibility for anything that may happen at your event.

Health and safety

It will be your responsibility to make sure that your event is run safely. You should do a risk assessment to make sure that you have considered the safety of all your helpers and supporters (this won't be difficult for a small event!) hse.gov.uk is a good place to get up-to-date advice. If your event will include a lot of children, you need to make sure that there is plenty of adult supervision, especially if the parents are not likely to be present. If you need first aid cover, contact the local St John's Ambulance or the British Red Cross, who can provide trained volunteers and staff for your event.

Public collections

All collections held on public property need to be registered with the appropriate local authority. If you want to collect on private grounds, such as a supermarket or garden centre, you need the permission of the Manager.

Raffles and lotteries

A small raffle can only be used if it's not the main focus of your event. Cloakroom" style tickets can be used but they must be sold on the same day the raffle is drawn. All tickets must be sold for the same price and should not be sold to anyone under the age of 18. You can't spend more than £250 on prizes, but there is no limit on the number of tickets you can sell.

If you plan to sell tickets over a longer period, you will need to apply to your local authority for a permit. The tickets need to have the address of the promoter, details of the charity and the draw date printed on them, with space for recording names and addresses of who buys them.

Use of The Theatre logo and materials

It is important that you include our **registered charity number** on any materials or press releases for your event. Make it clear that you are fundraising **"in aid of"** Chipping Norton Theatre and that you do not represent it. We will provide you with Chipping Norton Theatre's 'In Aid Of Logo' and disclaimer, and guidance on how to use them. We can also provide official sponsor forms and other pre-printed materials.



Important notes for Organisers – copy for you to keep

Chipping Norton Theatre is very grateful to those who wish to fundraise for us and these guidelines are to protect you and establish clear responsibilities between yourself and Chipping Norton Theatre whilst you undertake your activity.

Charity fundraising guidelines (please refer to the Institute of Fundraising) mean that we have to make it clear that although you are raising funds for Chipping Norton Theatre you are not representing Chipping Norton Theatre. By completing and signing this form you are agreeing to abide by these guidelines.

1. The Organiser is 18 or over.
2. Chipping Norton Theatre cannot accept liability for any loss, damage or injury suffered by the Organiser or anyone else as a result of taking part in a fundraising event. Please seek to get adequate insurance cover and ensure third party suppliers have likewise.
3. The Organiser should make sure they are in good health to undertake the event, and if in any doubt, gain clearance from their doctor, particularly in relation to a physically demanding activity.
4. The Organiser is responsible for all costs and expenses relating to the activity.
5. The Organiser is responsible for making all the arrangements for the activity.
6. The Organiser is responsible for obtaining any relevant permits, licences or consents for the activity.
7. The Organiser should make it clear on any publicity materials that they are raising funds for Chipping Norton Theatre but are not representing Chipping Norton Theatre.
8. Chipping Norton Theatre will provide the Organiser with its 'In Aid Of Logo' for use in publicising the activity. However, they may not use our standard logo or any images representing Chipping Norton Theatre.
9. If Chipping Norton Theatre provides the Organiser with any pre-designed materials, these must only be used for the stated activity, and any unused materials must be returned to Chipping Norton Theatre.
10. It is not the responsibility of Chipping Norton Theatre to provide prizes or celebrities for the event.
11. The Organiser is responsible for ensuring that any monies raised are sent to the Chipping Norton Theatre.

I confirmed my understanding and acceptance of the above on

Date _____

My contact at the Theatre is:

Helen Datson

Fundraising Officer

Chipping Norton Theatre, 2 Spring Street, Chipping Norton, Oxon, OX7 5NL

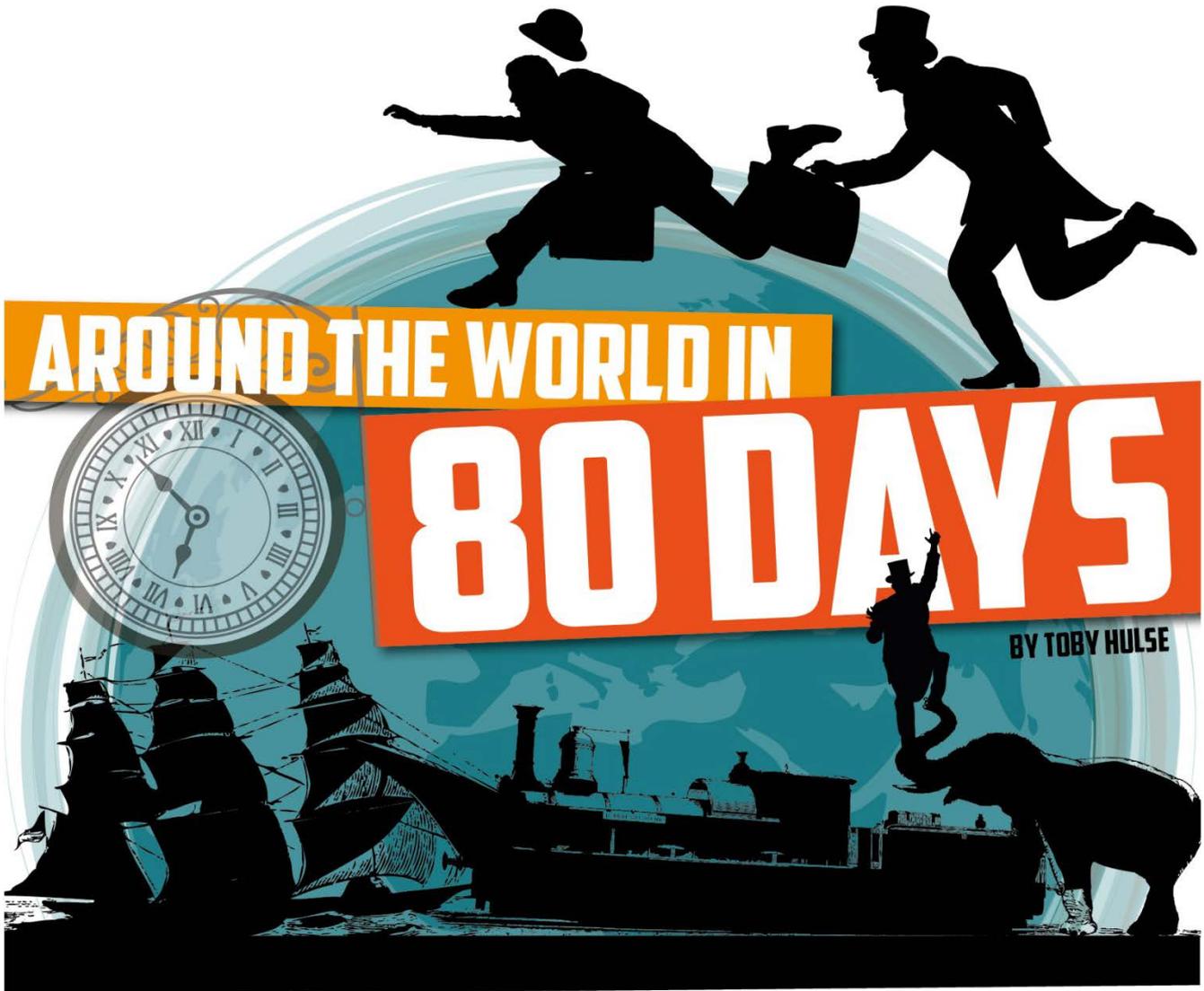
Direct Line 01608 649104

Administration
T 01608 642349 F 01608 642324
Box Office
T 01608 642350

Email
administration@chippingnortontheatre.com
Website
www.chippingnortontheatre.com

Director John Terry Head of Operations Ambereene Hitchcox
The Council for the Compan P. Boyd Maunsell (Chairman) C.N Aydon G. Chadwick
R Greaves. J. Grieve J. Hole J. Moore C. Peake A.Walker L. Whordley-Hughes

V.A.T Reg No. 121 8692 71 Registered Company No. 01179918 Registered in
England: The Chipping Norton Theatre Ltd. 2 Spring Street Chipping Norton
Oxfordshire OX7 5NL Registered Charity No. 268154 A member of the T.M.A



AROUND THE WORLD IN

80 DAYS

BY TOBY HULSE

Fundraising Registration

Thank you for wishing to fundraise for The Theatre. Before you go ahead please complete and return this form so that we can register your activity. Please read and sign the Notes for Organisers overleaf before you send in the form.

Your details

Mr/Miss/Mrs/Other	Full Name:
Full address and postcode	
I am under 18 years of age* I am over 18 years of age	
Telephone:	
Mobile:	
Email:	

Details of your event

Event Name:	Event Date (one off or ongoing):
Event Venue:	Number of participants:
Event Organiser(s) (if different from above)	Brief Description of Event:
How much would you like to raise for The Theatre from the event?	Are you raising money for other charities at the same event? If so please provide details
Are you planning to contact any local businesses for support? If yes, please give details of the business and the support sought	

*If you are under 18 you can still fundraise for us. But to protect you and us, we need you to ask someone 18 or over to fill in the form on your behalf. Or you can fundraise for us with your school or youth group.

If you are not already on our mailing list, please read the following:

We respect your privacy and will not sell your personal data to any third party.

The Theatre will use your details to tell you about our programme of live performance and film; further fundraising activity; to conduct analysis and to contact you for research purposes. If you **do not** wish to receive marketing information in the following ways, please tick the relevant box

Mail Telephone Email Text

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I confirm my understanding and acceptance of the above:

Name: _____

Signature _____

Date _____

Please send completed form to:

Helen Datson

Fundraising Officer

Chipping Norton Theatre, 2 Spring Street, Chipping Norton, Oxon, OX7 5NL