

Volunteer Event Activity Plan

Introduction

- Thank you for looking to organise your own event. This is such a great way to raise money for your fundraising group, and we want to ensure we can offer the support you need.
- It is important when first thinking about your activity/event to let your Community Fundraiser know so that they can support with the planning process.
- After this initial confirmation of activity/event, this event activity plan document must be completed for each fundraising activity organised by a fundraising group and submitted **6 weeks** in advance of the planned activity date to your Community Fundraiser.
- Ideally this form should be electronically completed and emailed to your Community Fundraiser. If not possible, please print clearly in the boxes.

This form should be completed for ALL activities and events including when you are taking part in someone else's event.

Please note that failure to meet these requirements will potentially lead to activities not being approved and / or not being covered by Marie Curie insurance.

Guidance on how to complete this plan can be found here:

www.mariecurie.org.uk/fundraising-group-resources

If an accident or incident was to occur out of office hours, please call the Community Fundraising Incident Team 0800 3047112

Please note, if your planned event is one of the following you will not need to complete the safety plan below. Speak to your Community Fundraiser about our prewritten plans where you just need to complete details on a pre prepared document confirming key information and collect 3rd party documents.

- Blooming Great Tea Party (at a house)
- Small stall at Community Event
- Cheer Station

General activities such as meetings and collections are covered by a generic risk assessment so don't need their own plan.

To be completed by the Fundraising Group

Main Contact	
Name of Fundraising Group (if applicable)	
Activity Name	
Date and Time(s) of Activity	
Address of Activity	

Basic Activity Details (to support your planning)

What	<ul style="list-style-type: none"> ✓ What is the activity/event? ✓ What is going to be happening and the type of activities involved? ✓ Will there be other companies/service providers involved? e.g. DJ, children's entertainer, food caterer ✓ Will the activity be part of someone else's event, if so who? 	
Where	<ul style="list-style-type: none"> ✓ Where will the activity take place? ✓ If outdoors, are there toilet facilities? ✓ If in a building, that type of building? ✓ Is there adequate parking (if required)? 	
When	<ul style="list-style-type: none"> ✓ Will it clash with other activities and events taking place, either locally or nationally? ✓ Times/duration? ✓ Month/Season? (weather considerations) ✓ Day or night? (Lighting considerations) 	
Who	<ul style="list-style-type: none"> ✓ Who will be involved in arranging the activity; fundraising group members and/or third parties? ✓ How many people are expected? ✓ Will children be attending? ✓ Will animals and pets be present at the activity? If so, what type? ✓ Is the activity suitable for vulnerable people such as those with disabilities? 	
How	<ul style="list-style-type: none"> ✓ How will you promote the activity? ✓ Will you need posters/tickets/flyers? If yes, how many and when will you need them by? ✓ How will you sell tickets or collect donations? ✓ Do you need a float/change for the activity? ✓ Do you require any additional materials, balloons, tablecloths, bunting etc? 	

Raffles	Are you holding a raffle, prize draw or prize competition at your event? NB – please specify	
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	Will you be offering alcohol as a prize during the raffle?	
Contracts	Do you have to sign any agreements / contracts with suppliers or venues? NB – you should share these with your volunteer manager before signing as we will need to check them.	

How much do you hope to raise, and any costs?

Income – change examples where needed		Costs – change examples where needed		Upfront cost
Tickets/Admission (please show price per person)	£	Venue	£	
Stall Charges	£	Equipment	£	
Car Parking	£	Catering	£	
Raffle/tombola/auctions	£	First Aid	£	
Catering	£	Postage	£	
Donations	£	Printing	£	
Collections	£	Advertising	£	
Trading items	£	Prizes	£	
	£	Entertainment	£	
	£	Volunteer Expenses	£	

Estimated Total Income	£	Total Cost	£
Profit estimated £	£		
Will there be any upfront costs?	<u>Yes / No</u> If yes <ol style="list-style-type: none"> 1. Please ensure that they are addressed to either 'Marie Curie Fundraising Group Name' or 'Marie Curie' 2. Send details and invoices onto your Community Fundraiser. 3. To ensure Marie Curie can arrange a prompt payment of invoice in advance of an event, please send them on as soon as possible. 		
	NOTE: You should also identify deadlines for when deposits or full payment for your event must be met, i.e., the hire of venues or suppliers. The approval of any event will be reviewed against potential financial loss in the event of cancellation.		

Safety Plan (separate guidance is available to help support with completion of this section)

We have tried to pre-populate with common activity/issues, which you can delete or add to as appropriate, and you will need to provide specific details. Feel free to add additional rows if required if completing electronically or photocopy page if hand completing. There are common themes in the activity guidance document to support with this.

Activity/Issue	What could go wrong?	What needs to be done to stop things going wrong?	Who is responsible for completing the action(s)?
Alcohol			
Cash handling			
Electrical equipment			
Fire Safety			
First Aid / Medical emergency			
Food Hygiene / Hot drinks			
Personal safety / lone working			
Manual Handling			
People and crowds			
Safeguarding			
Slips, trips & falls			
Traffic and transport			
Travel to and from activity (volunteers)			
Weather Conditions			

Regular/Repeat Activities

Is this a repeat/regular activity?	No / Yes
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<p>If so, has anything changed since the original plan was documented other than the date of the activity.</p> <p>If yes, please complete a new activity plan.</p> <p>If no, please print, sign and date below.</p>	<p>No / Yes</p>
<p>I confirm that the activity has remained the same and that no changes are required to the activity plan above.</p>	<p>Name -</p> <p>Signature -</p> <p>Date -</p>
<p>New date of the activity</p>	
<p>I confirm that i have collected updated 3rd party documentation for the event</p>	<p>Yes / No</p>

Thank you for completing this form. The next section will be completed by you Marie Curie contact. Good luck with your event.

The following pages are for completion by Marie Curie staff

Community Fundraiser Note – this form, once completed is to be uploaded to the shared drive (if handwritten, scan and upload)

Event Safety Plan Sign Off Document

Volunteer Manager Name	
CF Patch	
Date Activity Plan Received	

Low		Medium		High		Very High	
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What is the percentage of the cost to the predicted income generated?	
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*If costs exceed 20% of projected income, sign off and approval also required from your Head of Region.
If expenditures are forecast to be over £1,000 then approval needs to be sought Head of Regional Fundraising*

First Aid Cover	
What is the level of first aid cover going to be available at the event?	

Once you are happy the event activity plan is completed and you have the required 3rd party documentation, the plan should be signed off by your Head of Region or Deputy Head of Region.

If high risk, your manager must advise the Marie Curie Legal Team (by emailing all documents to the LEGAL INBOX (Legalinbox@mariecurie.org.uk) so that the insurance brokers are aware of the event.

Approval Section	
Low Risk	Volunteer Manager must refer to Head of Region/Deputy for sign off once their checks are complete for sign off
Medium Risk	Volunteer Manager must refer to Head of Region/Deputy for sign off once their checks are complete for sign off
High Risk	Volunteer Manager must refer to Head of Region/Deputy once their checks are complete and Head of Region/Deputy to refer to legal team once their checks are complete

Sign Off (Remember to update the events spreadsheet as well)

Please complete all sections under the appropriate risk and remember to sign the box to approve the activity.

Action	LOW RISK	MEDIUM RISK	HIGH RISK
Is activity appropriate for FGs to carry out? (Yes / No)			
Are you satisfied with the content of the event activity plan? (Yes / No)			
Have we received and checked all third-party documents? (Yes / No)			

Is the proposed income/cost budget acceptable? (Yes / No)			
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Activity Approved – Please sign to approve the activity			
Date Activity Plan Approved			
If not approved, confirm reasons on event spreadsheet			
Follow up action required? (e.g. additional information required)			

Additional Information

Post Activity Feedback

To be completed by Community Fundraiser in conjunction with the Fundraising Group.

- After a fundraising group activity, it is important to have a debrief/conversation about the activity to see what went well and what could be improved for future activities.
- This is easily done over the phone or at a Fundraising Group meeting.
- Things that you should consider, but not limited to in the feedback are:

How did the activity go?	
What went well?	
If this event is hosted again, what could be done differently?	
Feedback on Marie Curie support?	
Any incidents/safety concerns not already reported?	
Any other comments/feedback?	
How much money was raised?	

Profit Information

Actual Income		Actual Costs	
Tickets/Admission (please show price per person)	£	Venue	£
Stall Charges	£	Equipment	£
Car Parking	£	Catering	£
Raffle/tombola/auctions	£	First Aid	£
Catering	£	Postage	£
Donations	£	Printing	£

Collections	£	Advertising	£
Trading items	£	Prizes	£
	£	Entertainment	£
	£	Volunteer Expenses	£
Actual Total Income	£	Actual Total Cost	£
Actual Profit £			

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Document history

Author	Richard Scott Version 1.4	Head of National Volunteering	July 2025
Approved by	Lauren Anzanu Health & Safety Adviser		July 2025