

Northern Ireland Fundraising Event Registration

Thank you so much for offering to raise funds for Macmillan Cancer Support in Northern Ireland. To enable us to support you in the most appropriate way please complete this form and return it to us by post or email.
Thank you in anticipation.

Personal details

Name.....

Address.....

.....Postcode.....

Email.....

Contact number(s)

Name of organisation (if applicable).....

Preferred method of contact.....

Other people involved in your event (names and contact details).....

.....

.....

Event Information

Name of fundraising event.....

Date(s) of event.....

Time(s) of event.....

Venue.....

Venue Address.....

.....Postcode

Approximate number attending.....

Event details.....

.....

.....

.....

Names of sponsors to be used or approached.....

.....

.....

Where did you hear about Macmillan Cancer Support?

.....

Publicity

Will you be contacting the local media regarding your event? Yes/No

If so, will you require assistance from the Fundraising Office? Yes/No

Would you like to receive our 'Fundraising Activity Pack' to help plan your event?
Yes/No

Have you or do you intend to approach a celebrity for your event? Yes/No

If yes, please indicate name and whether you have made the approach yet.....

.....

Please complete the following information

How much are you hoping to raise from your event?.....

Have you raised money for Macmillan before? Yes/No

Will any other organisation benefit from your fundraising? Yes/No

If yes, please indicate the name of the organisation.....

.....

If yes, please state % split to Macmillan and the other organisation(s)

.....% to Macmillan Cancer Support and% to.....

.....

Do you intend to set up a JustGiving web page? Yes/No

What is the JustGiving web page address?.....

Who did you liaise with at Macmillan Cancer Support?.....

.....

Do you have a special reason for deciding to raise money for Macmillan that you would like to share with us?.....

.....

.....

After the event

After the event will you be sending a cheque to Macmillan? Yes/No

(Please make cheques payable to Macmillan Cancer Support)

Or

Will you require someone from Macmillan to come and receive the funds? Yes/No

(Please be aware that we usually require at least 2 weeks' notice to organise this)

Would you like to be kept in touch with Macmillan events? Yes/No

Declaration

I understand that I should seek medical advice from my general practitioner if I am in any doubt about my physical ability to take part in this event. I acknowledge that I am undertaking this activity entirely at my own risk and that Macmillan Cancer Support shall not be liable in any way for any injury or loss that might occur as a result of my participation. I understand that Macmillan Cancer Support will, in no way, be liable for any claim that may arise from this event. I agree to pay all proceeds of the event to Macmillan Cancer Support, unless otherwise indicated.

Data Protection Statement

Macmillan Cancer Support and our trading companies would like to hold your details in order to contact you about our fundraising, campaigning and services for people affected by cancer. In order to carry out our work we may need to pass your details to agents or partners who act on our behalf. If you would prefer us not to use your details please tick this box and return this form to us. We will not sell your details to other organisations.

Signed.....

Date.....

Please print name.....

Please return this form to:

**Macmillan Cancer Support
Northern Ireland Fundraising Office
Unit 5a Stirling House, Castlereagh Business Park
478 Castlereagh Road
BELFAST
BT5 6BQ**

Thank you for your support and Good Luck!

**WE ARE
MACMILLAN.
CANCER SUPPORT**

Organising an event for Macmillan Cancer Support

Important information for you to keep

After the event, you should send a cheque, made payable to Macmillan Cancer Support to:

Macmillan Cancer Support
Northern Ireland Fundraising Office
Unit 5a Stirling House
Castlereagh Business Park
478 Castlereagh Road
BELFAST
BT5 6BQ

Where possible, the payment should be received within 8 weeks of the event taking place. If there is any reason why this might not be possible, you must contact your local fundraising office as soon as possible.

Please note that your event will not be covered under Macmillan's public liability insurance, and that you will therefore need to make sure that you, or the venue in question, has insurance to cover your event. Please also be advised that anyone organising an event for the public should carry out a risk assessment and should therefore take a look at the Good Practice Safety Guide which shows professional and amateur organisers of smaller scale events how to set up events, carry out a risk assessment, and ensure that fire and safety requirements are met:

<http://police.homeoffice.gov.uk/news-and-publications/publication/operational-policing/event-safety-guide.pdf>

Contact details

Contact:

Email: belfast@mamcillan.org.uk

Phone: 02890 708610