



HOW TO ORGANISE A BIGGER EVENT

BIGGER EVENT?

DON'T TRY TO DO EVERYTHING YOURSELF!

☐ **APPOINT ONE PERSON TO COORDINATE IT.**

For MAD Music Day, we call them the MAD MUSIC CAPTAIN. But you can call them anything you like. Just never call them 'Boss' or you'll live to regret it!

☐ **BUILD A TEAM.**

☐ **DIVIDE THE JOBS.**

Artists • Venue • Sound • Stage • Marketing • Fundraising • Volunteers • Photography/video • Setup • Whatever your event needs.

☐ **MAKE SURE EVERYBODY KNOWS WHO IS DOING WHAT.**

☐ **HAVE ONE CLEAR CONTACT FOR PERFORMERS AND THE VENUE.**

☐ **GET A GOOD MC/HOST.**

The Captain runs the event. The MC runs the show. They can be the same person — but they don't have to be.

☐ **PLAN THE RUNNING ORDER.**

☐ **PLAN THE GAPS TOO.**

Changeovers are part of the show. Give the MC something to do, bring on another entertainer, talk about the cause — keep the event alive.

☐ **KEEP EVERYBODY INFORMED.**

Bands, crew, venue and volunteers shouldn't have to guess what's happening.

☐ **EXPECT SOMETHING TO GO WRONG.**

Because something probably will. Solve problems calmly without creating three new ones.

☐ **CHECK SAFETY - FIRE EXITS, ALARMS ETC., PERMISSIONS, LICENCES & LOCAL REQUIREMENTS and PARKING LIMITS.**

☐ **MAKE SURE EVERYBODY HAS A GOOD DAY.**

Audience, bands, volunteers, venue - and you.

And finally ...

GET A CLIPBOARD.

Seriously.

Phones run out of battery. Clipboards don't.

Write things down. Cross them off. Add things as they happen. AND people always take notice of the person with a clipboard.

The world's biggest day of music... making a difference.

FUNDRAISING
IN AID OF



**Save the
Children**

Now ... grab that clipboard and make something happen! :)