



Trad for Trócaire

Steps to follow to organise a successful Trad for Trócaire Event

Thank you for ordering your Trad for Trócaire pack. The best way to use each item is detailed in the letter in your pack. Please follow the steps below to ensure your event is a great success!

Step 1:

Find your musicians and venue.

Call on family, friends, local music groups e.g. Comhaltas branch, to provide the music. For a venue, approach your local shopping centre, community hall, club or pub etc.

Step 2:

Register your Trad for Trócaire event online at www.trocaire.org/trad

Once registered all details of your event will appear on the county by county event listing.

Step 3:

Promote your event locally. Use local radio and press, mention it in the community/parish newsletter, advertise in local shops using the event poster or plug it on Facebook and Twitter.

Step 4:

Fundraise at your event.

From early on in your planning appoint one person to coordinate your event's fundraising efforts. Consider the best form of fundraising for your event. For example:

- Sell tickets for your event.
- Have a cover charge at the door.
- Hold a raffle with prizes sponsored by local businesses.
- Use the buckets and badge stickers in your pack to collect donations.

Throughout your event, remind people that the entertainment being provided is for a good cause and in aid of Trócaire.



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Charity Registration No. CHY 5883 (ROI)

in association with



COMHALTAS



Trad for Trócaire

Step 5:

4 easy ways to return the money raised at your event.

1. Online: Visit www.trocaire.org/ donate and return the money raised through Trócaire's secure payment system.

2. By phone: Call Save 1850 408 408 and donate using your credit or debit card. Be sure to reference Trad for Trócaire.

3. Allied Irish Bank: Complete the lodgement slip in your pack and bring it to your nearest branch. Please include your full name and address.

4. By Post: Send a cheque, postal order or bank draft to Trócaire using the Freepost envelope in your pack. Please reference Trad for Trócaire.

Don't forget...

- You must secure a Garda permit to collect money in a public place, be it indoor or outdoor. Apply at the Garda station in the locality where the event is taking place. This can take 4-6 weeks so apply early.
- Ensure children are supervised at your event.
- All young people under 18 must have permission from a parent or guardian to participate in a Trad for Trócaire event.
- Fundraise safely and ensure the correct health and safety and insurance procedures are in place for your event.

Need help?

Please contact the Trad for Trócaire team:

Web: www.trocaire.org/trad

Phone: 1850 408 408

Email: trad@trocaire.org