

Amnesty International Glasgow West

Comedy Fundraiser, The Stand, 333 Woodlands Road, G3 6NG

Thursday 20th February 2025

Doors Open – 7pm

Starts – 8pm approx.

Finishes – 10pm approx.

Pre-event:

- [redacted] will seek to liaise with local press on getting publicity for the event.
- [redacted] to make event and share on SM inc. NB cash-only raffle
- [redacted] will check with The Stand if we need to do anything else – at doors, etc (in past, no)

6.45pm arrive - [redacted] & [redacted]

- **AI publicity materials** - [redacted] will bring the AI Banner, Posters, Lanyards, Badges

Raffle!

- **Prizes** (e.g. candles / Utopia voucher / alcohol (champagne/whisky/wine/gin ' box of chocs; more basic gifts can be grouped into gift bags (e.g. bath sets):
- **Posters:** [redacted] print [this poster](#) (stating that AI Glasgow West will be the beneficiary of the raffle); [redacted] will email a copy of this to The Stand.
- **Tickets:**
 - **tickets:** [redacted] to bring from church
 - **sellers:** [redacted], [redacted] & [redacted].
 - NB **prices** - £2 for 1 strip; £5 for 3 strips. (N.B. Do not detach individual tickets from strips!)
 - **money collected:** **sellers** to give funds raised from raffle to [redacted] (**Treasurer**).

Collection Tins: [redacted] will bring two AI Collection Tins for cash donations (*follow around behind raffle sellers while people have their wallets open!*)

Photographs / Social Media:

- Photo consent: Stand manager announces that photos are being taken (make sure he does/we do)
- [redacted] will take photographs at the event for use in publicity, inc. providing social media updates on the night

AI Input on the night - Lead: [redacted]. Tasks:

- liaising with the host (Chris Forbes?) and asking him to lead the raffle
- providing a brief overview of the work of AI during the interval
- thanking The Stand, the performers and others giving freely of their time
- liaising with the host on buying the performers a drink ([redacted] (**Treasurer**) to reimburse cost from raffle proceeds).

Follow-up:

- [redacted] will write a short article for the AIUK Local Groups Update on the Fundraiser and include photos.
- Funds Raised - Once the final total raised for AIUK Charity is notified to [redacted] by The Stand, [redacted] will arrange for them to send an invoice to The Stand for that amount.

