



The  
United  
Reformed  
Church

# Help and Advice Group

Northern Synod Office, 4 College Lane, Newcastle upon Tyne NE1 8JJ (0191-232 1168)

## Bulletin 35: ORGANISING A BIG EVENT

The Help & Advice Group was set up by Synod in 2009, to support local churches in being informed and effective in their life and mission. The Group is made up of four members of local churches, together with administrative support from the Trust Officer. We are willing to try to provide specific advice or organise training days on particular topics. Please get in touch if you have questions or wish to suggest a training or discussion event.

This article is part of a series giving an overview of particular subjects on interest for local churches. We also circulate general updates from time to time. Bulletins will also be posted on the members' area of the website with direct links to other websites.

Where readers are directed to web-based resources, the Synod Office is willing to respond to reasonable requests for printed out information for readers without web access, although they may find it more satisfactory to follow up their interest through their local library's web access.

---

### Organising a Big Event

The Cabinet Office has published guidance on organising a voluntary event: [www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events](http://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events).

Churches organising larger events may find it useful to have this list of things to consider, such as licences to play or perform music, or to sell alcohol, insurance, any health & safety hazards, budgeting, publicity, and tidying up afterwards.

The Churches' Legislation Advisory Service has previously published an occasional events checklist, which can be downloaded from: [www.churcheslegislation.org.uk/publications](http://www.churcheslegislation.org.uk/publications).

[andrew.atkinson@urc-northernsynod.org](mailto:andrew.atkinson@urc-northernsynod.org)