

Music 4 Mums

Event Organisers - **FACTSHEET**

How do I hold a Music 4 Mums event?

Please decide what you would like to do, where and when it will take place, then [register your event online here](#) and we'll send you a pack of helpful information including collection boxes, balloons and flyers about PP and APP.

You might choose: a Mum-themed band night in a local pub; a school choir performance; sponsored Karaoke; an orchestral performance; busking in your local shopping mall; or even a Singstar night with friends and family at home. The important thing is to make music, have fun, make it easy to collect donations and raise awareness of PP.

1. Things to consider when organising your event

If you're running a public event you'll probably have a venue partner (pub, school, theatre, community centre) which you can work with to ensure that your event is organised efficiently and safely.

We have a duty to remind you about items of housekeeping - which need not be too daunting*:

- Please ensure a risk assessment has taken place and proper plans are in place for the safety of participants. The Health and Safety Executive has further information (www.hse.gov.uk)
- Please ensure that your event is properly and adequately supervised. Where children are included, this includes:
 - Providing proper adult supervision
 - Checking that the child's parents/guardians have given their permission for their child to take part
 - Carrying out appropriate background checks if adults are to have unsupervised access to children.
- Please consider what insurance cover you might need for your event.
- Check whether you need any special licence; e.g. a public entertainment licence or licence to sell alcohol.

**We shall be very happy to give you any more help and advice, we wish you the best of luck – and offer our warm thanks for your support but please note: APP cannot accept any responsibility for your event nor for anyone who participates in it.*

responding to severe postnatal mental illness

2. How do I raise money at my Music 4 Mums event?

You can ask for donations on the door, set up ticketing through something like Eventbrite or ask people to sponsor you to do something using JustGiving or Virgin Money Giving.

If you have lived experience of PP you may wish to share your story as part of the event in order to help people understand how important APP is in providing information, raising awareness and offering peer support to PP Mums and families all over the UK. If you would like support to share your story, please get in touch with Ellie or Hannah via app@app-network.org

We can send out plastic handheld collectors or, small cardboard box collectors (flat-packed) for you to use at your event to collect loose change in. If you would like one of these collectors to use at your event please contact us via email on m4mums@app-network.org with your address details. We can also post out literature and information about APP for use at your events too. If you do use one of our plastic handheld collectors please return this to us after your event and post to Action on Postpartum Psychosis, The Barberry, 25 Vincent Drive, Birmingham B15 2FG. Details about how to pay in the money you've raised is below.

3. I want to make my Music 4 Mums event open to the public

Great! We can help you promote it through our social media channels. You can create a Facebook event and invite everyone you know, or download and customise our poster [here](#). You can also try getting in touch with your local press for coverage.

4. How do I pay in the money I've raised?

We'd love you to do this online via our dedicated M4Ms CAF page:
<https://cafdonate.cafonline.org/6017#/DonationDetails>

Or you can send a cheque made out to Action on Postpartum Psychosis and post to Action on Postpartum Psychosis, The Barberry, 25 Vincent Drive, Birmingham B15 2FG.

Please count any cash you collect in a secure environment. It is best practice for two unrelated individuals to count and record the collection, wherever possible. Please hold the cash in a secure place until it is possible to bank it. At the point of counting, it is good practice for a record to be made of the amount received by denomination (e.g. 5p, 20p, £1 coins) for reconciliation with banking details at a later date.

If you have used one of our loose change collectors (plastic handheld or, cardboard box) we would be grateful if you can please return these to us by post to Action on Postpartum Psychosis, The Barberry, 25 Vincent Drive, Birmingham B15 2FG. Thank you.

5. How can I make sure APP gets the Gift Aid too?

For every £1 people donate to us, we can claim an extra 25p from the government in Gift Aid if we have the details of donors and they confirm they pay tax in the UK.

Download our [M4M Gift Aid form here](#).

Since the money you raise at your event is made up of lots of different people's donations, we need to be able to claim Gift Aid from each of these using the entries on the form.

6. Can I ask my guests to donate by text?

Yes: text **APPY10 £5** (or any other amount) to 70070. **APPY10** is our special text donate code.

THANK YOU!

Action on Postpartum Psychosis is a registered charity no. 1139925