

Hold your very own Big Sleep Out!

Launchpad's Big Sleep Out is a fundraising challenge where people swap the luxury of a home and a comfortable bed, for a sleeping bag and a cardboard box for the night on World Homeless Day.

But you don't have to wait until October – we've got everything you need to organise your very own Big Sleep Out, whether with friends, family, colleagues, school mates or your community group! Simply follow our simple guide and you too can help us rebuild the lives of homeless people in Reading.

Getting started

- Gather together your friends, family, colleagues, school mates or your community group.
- Pick a date that works for everyone (and let Launchpad know!).
- Find a suitable indoor or outdoor venue and make sure you have access to all the necessary facilities, e.g. toilets and a kitchen. Don't forget to get permission from the property owner and consider parking arrangements.

What to bring

- Ask participants to bring plenty of warm clothes, a sleeping bag, pillows, blankets and mats.
- Participants are encouraged to decorate a cardboard box and bring it to the event to sleep on, in or under.
- If you're not providing snacks and drinks at your event, let participants know so they can bring their own refreshments.

Planning the evening

- Work out your timings – arrival, activities, competition, lights out and wake up!
- Plan what you are going to do during your Big Sleep Out – will you have a speaker, watch a film or documentary, build a campfire or host an activity?
- Many Big Sleep Outs hold competitions for the best decorated box – and don't forget to organise a prize for the winner!
- Bring a list of all attendees and register them on arrival so you can keep track of who is taking part.



Health and safety

- Think about all the possible risks relating to your venue, even if you know it well.
- If children or young people are going to be at the Sleep Out, ensure there will be enough supervisors on site.
- Put emergency procedures in place and ensure there is a first aider on site.
- Pre-empt any FAQs, e.g. Is there any age restriction or is alcohol permitted?
- Check whether the venue has appropriate public liability insurance.

NB: It is the organiser's responsibility to ensure the event and everyone taking part is covered by the appropriate insurance. Launchpad does not accept any liability for any injury, loss or damage during the event or matters arising from it.

Fundraising

- To kick off your fundraising, give yourself a fundraising goal and set up a Just Giving page or download our sponsorship form so your friends, family, colleagues or school mates can all donate.
- Don't forget to post about your challenge on social media – which will help with extra donations and hitting your target!
- Organising a cake sale, quiz night or a dress-down day at work or school are just some of the ways to raise even more funds.

Promoting your event

- Tell local press about your Sleep Out. You might like to invite them along to take a photograph.
- Ask participants to post updates, photos and comments on social media before, during and after the Sleep Out, and ask them to use the hashtag #LaunchpadSleepOut. Don't forget to tag Launchpad in! Twitter - @Launchpad_RDF, Instagram - @launchpadreading, Facebook - @LaunchpadRdg

Donate

If you haven't used JustGiving to fundraise, after your Sleep Out you can donate your well-deserved funds in the following ways:

- Send a cheque to Launchpad Reading, The Stables, 1A Merchants Place, Reading RG1 1DT
- Pay by BACS using:
Launchpad Reading
Barclays
20-71-03
50751111



Need any help?

Whether you need help planning your Sleep Out or you just have a quick question, please contact the fundraising team by emailing fundraising@launchpadreading.org.uk or calling 0118 950 1656. www.launchpadreading.org.uk