**How to Host a Successful Race Night**

**The Legal Stuff**

Race Nights are completely legal and are a great way to maximise fundraising. The Gambling Commission Act states that race nights are perfectly legal providing that all monies raised are given to a worthwhile cause including a registered charity like Team Kenya!

One condition is that you’re not allowed to show any part of the race, including the form guide, until after all bets have been placed. All race night kits have been designed with this condition in mind, so this shouldn’t be an issue.

You are allowed to deduct reasonable expenses – so if you incur any costs putting the race night on, you can claim these back.

**Step by Step Guide**

**Step 1 – Find a Venue**

All you need from your venue is enough space to fit everyone in, a screen that everyone can see (either a TV or a projector), a way to play a DVD through that screen and a microphone. You may also wish to provide food, but this is up to you.

Many pubs will let you host a race night for free, as it will help them to get customers through the door.

**Step 2 – Sell Tickets**

People are busy, so ask around before confirming a date and give everyone as much notice of the event as possible. Spread the word to your friends and family and also put notices up in the venue and on local noticeboards. Sell tickets in advance as this encourages everyone to turn up… and if anyone doesn’t, you still have a small donation from them!

You may wish to include food or a drink in the ticket price.

**Step 3 – Sponsorship (Optional – but recommended)**

Approach local businesses, companies you are connected to and individuals to ask them to sponsor one of your races. You can give them a shout out before and after the race so they get some exposure for their generosity.

Their sponsorship doesn’t need to be anything too grand; a bottle of something, a voucher or similar would be great. For the final race, you may wish to find something a little bigger.

**Step 4 – Order a Kit**

The simplest way to organise a race night is by ordering a kit online. There are many available for £20 to £30 which should do the job unless your race night is going to rival the Grand National!

It’s worth ordering the kit some way in advance and checking that you understand everything before the event.

**Step 5 – Sell Horses (Optional – but recommended)**

In advance of the event try to sell horses for all races except the final one (you will probably want to do 9 or 10 races). Horses can be bought by people attending or those who can’t make it.

You can choose your own price, but most people would go for £5 per horse. The owner gets to name the horse. The winning owner receives the prize that you secured in step 3.

**Step 6 – Recruit Some Helpers**

The jobs on the evening are simple, but having a couple of friends to help will make your evening run more smoothly. You need a compere to announce when betting has opened and which horse was the winner, you need someone to handle the money and you need someone to press play when you’re ready for the race to start!

**Step 7 – On the Night Fundraising**

This is the part many people find nerve wracking, but this can be made very simple.

* Before each race, announce the horses, owners and sponsor and invite everyone to place bets.
* In your pack, you will have coloured tickets for each race with the number for each horse.
* Keep things simple by only allowing bets in multiples of £1. If someone bets £1 on horse number 7, you give them a single ticket for horse number 7. If someone bets £5 on horse number 4, you give them 5 tickets for horse number 4.
* Once all bets are placed, you put half of the money in your fundraising pot and the other half in the prize pot. So if the total bets are £100, you would have £50 in each pot.
* Play the race!
* To calculate the winnings you simply divide the total in the prize pot (so £50 from our example above) and divide it by the number of tickets sold for that horse. So if a total of £10 was bet on the horse, you would give £5 for every ticket. This means if someone bet £1 they would receive £5 and if they bet £5 they would receive £25.
* If you have a winning horse owner then they keep the prize donated by the sponsor.
* Move on to the next race.

**Step 8 – The Final Race**

If you have a prize for the final race, then you can auction off each horse. Work through horses 1 to 8 allowing people to offer as much as they would like to. The winning owner receives the prize.

In the final race you may wish to increase the minimum bet (perhaps have each ticket worth £2 or £5).

**Good Luck!**

**Questions?**

If you are unsure about anything, then please contact Brad via brad@team-kenya.co.uk who will be able to give you advise.