HOW TO ORGANISE A ONE WORLD FAIR

A One World Fair brings together different local groups in one place to raise money and awareness for good causes and celebrate cultures around the world. It takes a while to organise but they are great community focussed events which everyone will enjoy.

1. Choose a venue
The choice of venue is up to you, but somewhere with good public transport links, facilities for food and drink and the capacity to host a good number of guests is recommended. Ideas for venues include town halls, church halls, pubs, sports or social clubs, barns and school halls. Work out how much space you have for stalls and how many tables are available at the venue.

2. Pick a date
Think about any sports tournaments or major events/key dates to avoid. What day of the week do you think would encourage attendance? Are you thinking of having a summer theme or a Christmas fair?

3. Invite other local groups to your event
- Think about groups with similar values or other charity groups e.g. fair trade groups, Foodcycle groups, wildlife groups, environmental or conservation groups.
- Charge groups about £25 for a stall (more if they are a business)
- If you make it an annual event then recruitment will get easier as word spreads around

4. Floor plan
Keep a list of organisations who have signed up. Why not run some interesting talks through the day or have performances? Don’t forget to include Oxfam run stalls! Why not get your local Oxfam shop involved? Think about how you can increase your total – from raffles to facepainting plus on the door donations.

5. Health and safety
Speak to your Regional Fundraising Manager who will help you write a Risk Assessment. Does the venue have Public Liability Insurance?

6. Food and drink
Are you going to have a cafe or serve food? You could sell hot drinks and cakes or even lunches too. You will need to get in touch with your Regional Fundraising Manager for advice.

7. On the day
Make sure you have enough volunteers on the day to help out and give them clear defined roles. Put someone in charge of greeting stall holders and showing them where to pitch up. Factor in plenty of time to clear up but don’t forget to enjoy yourself!
Mid Somerset Oxfam Fundraising Group organised their second One World Fair in Wells Town Hall in 2015. They hall was filled with stalls consisting of environmental and development charities, including Oxfam, Christian Aid, Greenpeace and Ethiopiaid, there were some other well known organisations present too, such as The Vegetarian Society, Refugee Action and Traidcraft. The bustling event saw hundreds of people come through the doors to browse the items on sale, enter raffles, bag a box of cupcakes, and to chat with stallholders about their charities. The public were also entertained by traditional drumming and dancing in the street, a great attraction that caught people’s attention and encouraged them inside. The charities involved were able to benefit by spreading the word about their work, building relationships with new contacts locally. The One World Fair raised a total £1,300 for Oxfam which saw an increase of £400 from last year.