

# Organise a Dress-Down Day

## Talk to Your Office

Communicate with your supervisor or boss and get permission to organise a dress-down day. Create general guidelines (ie. exactly how dressed down one can be.)

See when people would be most interested in doing so, and pick a date accordingly

## Set Your Fundraising Goal & Spread the Word

Set a fundraising goal and determine how you will reach it (will you do this multiple times or just once?) You could charge by the month i.e £10 per month for three dress down days etc.

Whichever way you chose to structure it, decide how much you will charge your colleagues and when you will collect the money (before or after the day.)

## Promote Your Day

If your company has an internal newsletter or an intranet site, it is the perfect opportunity to market your event.

Also be sure to mention your event in staff meetings in order to remind your colleagues. You could make a fun poster, or a donation chart that tracks your fundraising in order to get your co-workers involved.

## Paying in your money

When organising your dress-down day, you can either take payments in cash or ask your customers to pay in through JustGiving. If you decide to take cash, you can [send us a cheque](#) or pay the funds directly into the [Whizz-Kidz bank account](#).

## Need a hand? Give us a call!

If you're in need of a bit of guidance or want to chat about your fundraising, give us a call on [020 7233 9696](tel:02072339696) or pop us an email at [events@whizz-kidz.org.uk](mailto:events@whizz-kidz.org.uk). We'd love to hear all about your event, so keep us posted on how you get on through [Facebook](#), [Twitter](#) and [Instagram](#).

## Helpful Tips

Here are some great ideas to make your dress down day a success!

#1 - If your office dress code is casual, you could always propose a 'dress up day'

#2 For even more fun, you could give your day a theme. People could dress up as their favourite book or film character, a superhero or in their pyjamas!

