

Oxjam
music festival

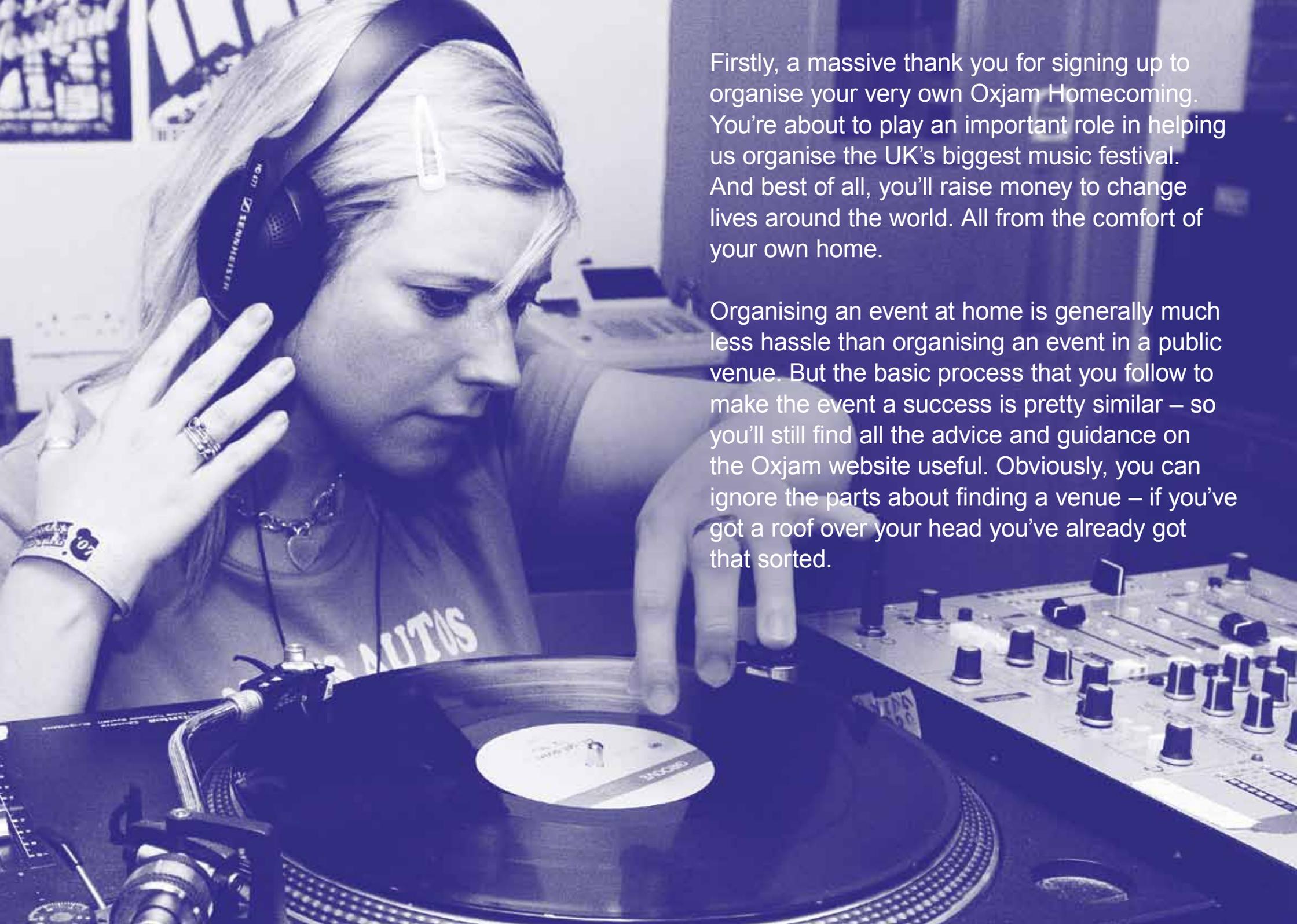
**Home is
where the
music is.**



Be Humankind



Oxfam



Firstly, a massive thank you for signing up to organise your very own Oxjam Homecoming. You're about to play an important role in helping us organise the UK's biggest music festival. And best of all, you'll raise money to change lives around the world. All from the comfort of your own home.

Organising an event at home is generally much less hassle than organising an event in a public venue. But the basic process that you follow to make the event a success is pretty similar – so you'll still find all the advice and guidance on the Oxjam website useful. Obviously, you can ignore the parts about finding a venue – if you've got a roof over your head you've already got that sorted.

What should my event look like?

With Oxjam Homecoming, you're the boss. And that means you can host the music event you want to host. Here are a few ideas to get you started:

1. 'Living Room Sessions' have been really successful for lots of Oxjam volunteers already (we nicked the name from our wonderful Stoke Newington volunteers who set the trend in 2011). It's all about bringing the magic of live music into your front room.

You just need a couple of artists who are up for performing an exclusive, intimate set. It's worth remembering that acoustic acts are easier to stage and much less likely to annoy the neighbours. Cue a really special gig.



2. DIY DJ invites your guests to bring along their favourite tunes and take it in turns to control the decks (or docks). Think about holding a competition – award a prize to whoever selects the best tracks and a forfeit for whoever brings the worst.



3. House party! Always fun and easy to organise, house parties can be as big or as small as your house. Just try not to upset the neighbours!

While house parties aren't your run-of-the-mill charity fundraisers, they work brilliantly to raise cash to fight poverty.



With all Homecoming events, you can get people to donate at the door. Let your guests know in advance that they don't need to bring their own food or drink because you'll be supplying it – in exchange for a suggested donation.

Who should be there?

Creating the A-list.

As these events are in your own home, it's more important than ever to be careful who you invite. So, don't promote your event to anyone and everyone – not least because you don't want 500 people rocking up at your front door. More importantly, you need a licence to hold a public event – and you don't have one.

Friends and friends-of-friends are your perfect audience – depending on how many people you want in your living room. From experience, we know that these kinds of events work well with anything from 15 to 75 people attending.

When you're promoting the event, you can't beat word-of-mouth. Think about creating an invite-only Facebook event too, supported by a couple of email reminders. You don't need to worry about posters and flyers, but you might want to send your guests some engaging printed invitations to get them interested.

Lining up your performers.

If you're going to run a Living Room Session, you do need to find someone to perform live music. For a house party, you might want to find a decent DJ.

It might be an obvious point, but unless you're Michael Eavis, it's unlikely that you'll convince famous artists to perform in your front room. If you've got musical friends, ask them. Otherwise, check out local acoustic or open mic nights, and ask the best performers if they would consider getting involved. It's all in a good cause after all!

Remember to check that your performers can provide their own equipment. For an acoustic gig, that's just their instrument. For a DJ, that's decks and mixers. If you need speakers, you might want to ask a performer if they can lend you those too. (Keep a check on noise levels – if you put a 3kW PA system in your kitchen and turn it up loud, everyone there will be deafened, and the neighbours will call the police).

Fundraising.

How do I use my event to raise money for Oxfam?

Ask everyone who attends for a donation. You're not running a licensed event so it's not compulsory for people to buy a ticket. However, you can make it very clear that you expect everyone to donate at the door. We recommend suggesting a minimum donation of £5 per person.

Make sure you've got food and drink that your guests can enjoy in exchange for a suggested donation – collecting £1 for every cake or snack will quickly add up. Think about asking local shops to donate the food in return for you putting a sign next to each dish saying who provided it. This way, every penny you make will be clear profit to help you hit your fundraising target.

Encouraging people to make a text donation is also a really good idea – it's an increasingly popular, quick, easy way for people to donate to charity. But it doesn't stop there; you'll find loads more ideas on our website.

When you've raised your money, give yourself a pat on the back. All your hard work will make a massive difference for people living in poverty around the world. All that's left to do now is to send us the funds you've raised.

It's easiest to pay in online – go to www.oxfam.org.uk/oxjam. You can also send a cheque to the Oxfam Team, Oxfam House, John Smith Drive, Oxford. OX4 2JY.



Legal stuff – dos and don'ts.

As you're running a private event for your friends and family, you won't need an event licence. That changes if you sell tickets to the general public.

You can absolutely encourage people to donate money as they arrive, and you can suggest an amount for that. You can also suggest an amount that people donate in exchange for food and drink. We very much hope that you'll do both. However, you can't sell anything since you are not holding a licensed event.

Finally, please be considerate to your neighbours.

If you're going to have loud music at your event, warn them in advance and make sure it doesn't go on too late – especially if they're elderly or have children.



Find out more...

Email: Oxjam@oxfam.org.uk

Website: www.oxfam.org.uk/oxjam

Phone: 0300 200 1255

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