

Collection Guidelines

The Norwich Theatre Royal is a registered charity (registered no: 262259) committed to the arts, education and the community.

As part of our commitment to our community we offer support to other local charities by allowing **four** external charity collections a year. Preference will be given to local charities that compliment our charitable aims, but not exclusively.

Applications

- Written request via a registered charity e-mail or on charity headed paper
- Include registered charity number
- Maximum one page
- DO NOT** include supporting documents
- Laetitia Hilling - Fundraising Development Manager
Address: Norwich Theatre Royal, Theatre Street, Norwich, NR2 1RL
e-mail: fundraising@theatreroyalnorwich.co.uk
Telephone: 01603 598558

Please Note:

- All collections for April 2012 – March 2013 have already been allocated.
- Apply by December 2012 for April 2013 – March 2014.
- Successful applicants will be informed in January 2013.
- Unsuccessful applicants will not be notified but will be automatically be rolled over for consideration the following year. There is no need to reapply.
- The allocation and date of show will be at the discretion of the theatre.
- Charities will be ineligible for two years following a collection.
- We are only able to support registered charities.

Collection

- You must provide 4 to 8 collectors, suitably identified e.g. badge, shirt or tabard.
- You must provide clearly labelled and sealed buckets.
- Inform the Norwich Theatre Royal, in writing, of the total raised.
- You must not verbally request donations (but DO shake your buckets)
- Your conduct represents Norwich Theatre Royal and your own charity – you must remain professional at all times.

The Norwich Theatre Royal is not able to support:

- personal appeals on behalf of individual people, including overseas trips
- political parties
- third party fundraising on behalf of a charity
- religious bodies
- animal charities