

GIG-MAKER TOOLKIT

OXJAM

GIGS. FOR GOOD.



OXFAM
Australia

Eventbrite

JB HI-FI

JUNKEE.



HEY GIG-MAKER

Are you always the one planning the house parties, block parties and nights out for your friends? Been to an epic party lately and thought you'd like to be the one hosting it?

Well, we have a chance for you to do just that. For good.

OXJAM is one massive month of unforgettable DIY gigs that are organised, designed and promoted by people just like you. As an OXJAM gig-maker, you will join the incredible line up of hundreds of parties nationwide, in the biggest festival ever to be held across the country. And you'll do it all for people living in poverty.

Inside this toolkit you'll find everything you need to make an OXJAM gig happen. From insider knowledge by music industry experts, to a step-by-step guide to throwing the perfect gig — we've got you covered.

By doing this, you are not only supporting the local music scene in your area; you are raising much-needed funds and awareness for Oxfam's work around the world. You and Oxfam, tackling poverty together.

If there's anything you need help with, we're only a call or an email away.

Thanks for joining us.

THE OXJAM TEAM X

FIVE STEPS TO CREATING YOUR GIG

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Oxfam launch their month-long music festival "Oxjam" in the Oxfam shop in Dalston, east London, with DJ Fatboy Slim as the headline act. Photo: Andy Hall/Oxfam.

Cover photo: Art Vs Science, OXJAM ambassadors for 2016, playing a free lunch time gig at Melbourn Uni for OXJAM. Photo: Rodney Dekker

LOCAL MUSIC, GLOBAL IMPACT

OXJAM is one unforgettable month of music, where people from all over the country curate their own gigs and party their pants off. And the best bit? Money raised at OXJAM is going towards tackling global poverty.

OXJAM hit Aussie shores in 2015 and the response has been amazing. There have been some seriously wicked parties and very talented musicians gracing the OXJAM stages. And we couldn't have done it without the hundreds of backyard parties, jam sessions, rooftop gigs and garage bands.

This August is set to be even bigger and better, and will see amazing, creative, passionate and talented people like YOU create everything from lounge room takeovers to warehouse DJ sets to backyard bush doofs and everything in between – this festival of gigs for good will bring together hundreds of locally organised music events across Australia.

“We are very happy because tomorrow morning the Oxfam team will be coming to drill for water ... when there is no water, there is no life. Water is life.”

Helen Ewoton and friends celebrate the drilling of a new borehole in their community in Turkana, northern Kenya.



Photo: Kieran Doherty/Oxfam

ABOUT OXFAM

At Oxfam we believe all lives are equal and no-one should live in poverty. We join forces with people who share this belief, to empower communities to build better lives for themselves. That's why we are there on the ground, not only to save lives in times of crisis, but also to develop lasting solutions.

Our work spans wide because there are many causes of poverty. That's why we're also in front of decision-makers, governments and corporations, and speak out on the big issues. Together we are tackling poverty by changing minds, systems and lives.

WHERE THE MONEY GOES

The money you raise goes towards Oxfam Australia's life-changing work around the world. You can choose which area of our work your funding goes towards, or alternatively you can let us decide.

When you partner with Oxfam, you partner with people who are fighting for the kind of rights that most people in Australia take for granted.

RIGHT TO SAFETY

Every human being has a right to live in safety. When an emergency hits, you're providing people with the assistance they need to survive – clean water, hygiene, food, health and nutrition advice, and shelter.

\$100 CAN SAVE LIVES DURING AN EMERGENCY.

Megaphones, walkie-talkies and a radio can alert people to an oncoming emergency and help them coordinate an evacuation.



RIGHT TO EQUALITY

Every human being should have equal rights. You're helping women all over the world to achieve this by working with both men and women to eliminate violence against women, and secure fair wages and working conditions for all.

\$500 CAN PROVIDE SHELTER FOR WOMEN AND CHILDREN.

One woman and two children can be provided with shelter, food and water for five weeks in an Oxfam-supported safe house in Papua New Guinea, keeping them safe and free from violence.



RIGHT TO WATER

Every human being should have access to clean water. You're helping to kick-start water and hygiene committees around the world, providing individuals with skills and training to lead healthy lives free from waterborne diseases.

\$1,000 WILL PROTECT PEOPLE FROM DEADLY DISEASES.

A waterless toilet in South Africa greatly reduces the risk of people getting sick from waterborne diseases such as cholera and diarrhoea.

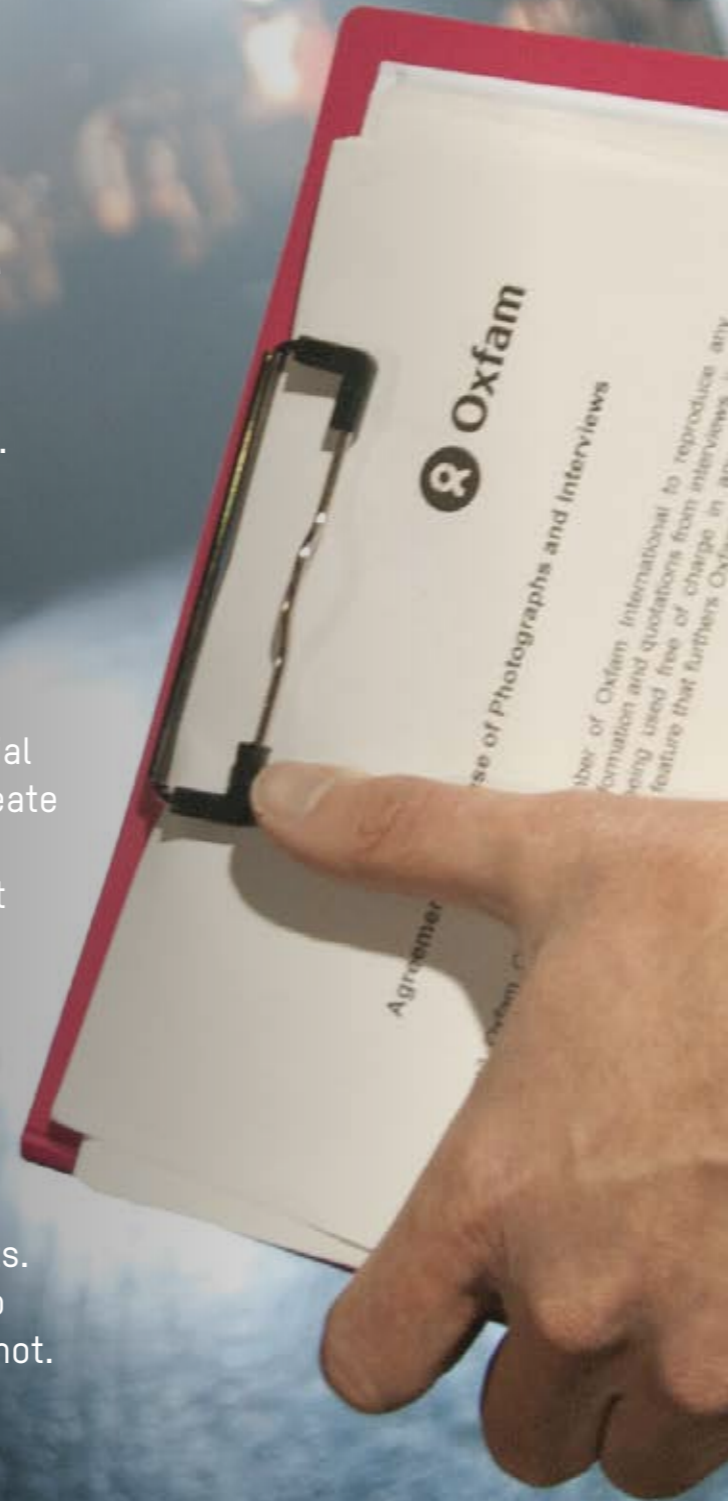


#1 DESIGN IT

You've decided to put on an OXJAM gig. Now it's time to figure out some of your top-line details: live band or club night? Acoustic or electric? Local venue, pub or park?

The first thing we recommend doing is getting a group of friends — your official OXJAM crew — together to help you create your gig. The more people you have on board, the easier your life will be. Trust us. Give everyone a role such as gig promoter, band liaison, sound tech and so on, to make sure you've got all the bases covered. Putting on a gig is easier, and way more fun, with a group of people around you.

Remember you don't need to be experts. OXJAM is all about DIY. You just need to love music and be willing to give it a shot.



THINGS TO CONSIDER



KNOW YOUR AUDIENCE

Are you throwing this gig for your friends or for your mum's Tupperware club? Whoever your main audience is, make sure you pick the right music, the right venue and right timing for them. Do a bit of research into the music scene in your local area for ideas about what works.



YOU'VE GOTTA GET PEOPLE THERE

How are people going to find out about your event? Start thinking about what promotional channels are going to be best for you. Don't forget the power of word of mouth to get as many people along as possible.



AIM TO SELL OUT

Better to have a smaller sold-out gig than a half-empty venue.



BE A PART OF THE NATIONAL NETWORK

OXJAM is a nationwide festival so be sure to use OXJAM in all your promotions so people know you're a part of it and we can help promote your gig on our channels too.

BETTER WITH FRIENDS

You can put on an OXJAM event on your own, but it's much more fun with friends. Here are some of the main roles:



PRODUCTION LEAD

The one who makes sure all the PA equipment and lights are booked/donated and set up for the various bands.



PROMOTION LEAD

The one who promotes the night through local channels, produces posters and sends out press releases.



FUNDRAISING LEAD

The one who is in charge of fundraising before and on the night.

(Others could include: venue lead, door staff and fundraisers on the night).

#1 DESIGN IT

USE THIS WORKSHEET TO GET YOUR IDEAS ON PAPER

TEAM IDEAS

Get your friends together and give them roles (see page 7).

MUSIC AND THEME IDEAS

Local band? Acoustic? Club night? Open mic? You decide.

VENUE IDEAS

Be realistic and aim to sell out.

FUNDRAISING IDEAS

(see opposite)



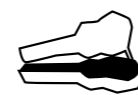
PROVISIONAL FUNDRAISING TARGET:

Photo: Albert Uriach/OxfamAUS

EXTRA MONEY MAKERS

OXJAM is all about raising money for Oxfam's life-changing work, so boost your fundraising with any of these extra money makers.

IN THE LEAD UP



BUSKATHON

Get some musician-mates together to busk for some extra dough. You can promote your gig while you're at it.



GET SPONSORED

Get sponsored to do something in the run up to your event: crowdfund, dye your hair pink, or approach local businesses and companies to be a major sponsor for the night.



CHARGE A TICKET

Once you've covered the cost of your event, charge an extra couple of bucks on the ticket price to fundraise for Oxfam.



HUSTLE YOUR WAY TO SUCCESS

You're doing this all for a good cause so hustle people to give you things either for free or for a discounted price.



USE YOUR MOBILE

Getting your friends to help fight poverty has never been easier with our new way to donate via text. Contact us if you want to use this at your gig.

Delivered

ON THE NIGHT



GIVEAWAY PRIZES

A raffle is an easy way to make cash — whether it's free drink tickets or bigger donated prizes, sell some tickets and hold the draw at the gig.



RUN THE CLOACKROOM

Persuade the venue manager to let you run (and take all proceeds from) the cloackroom.



SPLIT THE BAR TAKINGS

Ask the venue if they'd be happy to donate a percentage of the bar takings.



SELL SOME EXTRAS

Maximise your fundraising total by selling more stuff. What do people want at a gig? Polaroids, glow sticks, band tees. Think about options that might be cheap to buy (or get donated) in bulk. Your local record store might chip in some prizes if you ask nicely! Hit up anyone and everyone in the music scene to be a part of your gig.


#1 DESIGN IT


WHERE TO GO FOR SUPPORT

We have a team on hand to help you at every stage of your gig (except maybe 2am on the night of — that's all you!).

OXJAM HQ

We can give you one-to-one guidance, support, and a friendly chat should you need it. Reach out to us via email or over the phone on the below details.

 OXJAM@OXFAM.ORG.AU

 1800 088 110

OXJAM WEBSITE

Check out the OXJAM website to see what the other gig-makers are up to. You might find some inspiration, ideas and of course, all of our OXJAM resources to help you out.


 WWW.OXJAM.ORG.AU

Photo: Rodney Dekker

OTHER WAYS TO GET INVOLVED WITH OXJAM

HIT UP OTHER OXJAM GIGS

There will be hundreds of gigs happening around the country, so be sure to check out other ones in your area and head along to show your support. You could even partner up to make one epic night and/or cross-promote one another's gigs.



BRING OXJAM TO YOUR OFFICE!

Always wanted to see your boss sing karaoke? Get your workmates into organising a gig at your local pub and invite the whole office to come along and have an amazing time, all for a great cause.

BACKYARD BLITZ

You don't need to hold your OXJAM gig at a pub or public venue — you can also throw one right in your backyard. It's less of a hassle and you can bring everyone to you for either an intimate acoustic gig or a garden party.

PROMOTERS AND DOOR HOSTS

Ask the local club nights/music promoters in your area if they'd like to make one of their gigs an OXJAM night. They're already organising live music so they might be willing to turn one night out of their month into a branded OXJAM gig, just because they're nice.

GET YOUR BAND ON BOARD

In a band? Or know someone who is? Ask them to sign up to the OXJAM "talent list" so they can offer their creative services to other producers looking for bands and musicians to play.

BECOME A CONTENT PRODUCER

Fancy yourself a bit of a wordsmith? Sign up to be an OXJAM content producer and help us conduct interviews, write gig reviews and take photos at local OXJAM gigs in your area.



#2 MAKE IT

From ticket prices to booking the venue, it's time to nut out the finer details. This is where careful planning will make your ideas happen with less stress and more fun, so you can raise more money for Oxfam as well as relax and enjoy yourself on the night!



MAKE A SCHEDULE

Set some key dates and aim to stick to them. Good planning isn't rocket science. It just means knowing what needs doing, when it has to be done by, and who is going to do it. Use the pull-out calendar on page 16 to help you out.



BUDGET, BUDGET, BUDGET

Spend as little as possible — for every \$1 spent, you should aim to raise \$3, making a tidy profit of \$2. Download our free budget sheet to help.



OXFAM
Australia

TELL THEM IT'S FOR OXFAM

You'll be amazed how much people are willing to do for free (or a massively reduced rate) when you tell them it's to raise money for Oxfam. So put on your most persuasive smile and get ready to hustle.



PRICING

Think about the venue, the band(s), the day of the week, and what other venues charge. And always ask your venue for advice to make sure you're not under or over-charging. Don't be tempted to sell your event too cheap — we recommend a minimum price of around \$10 for most events. Also, if you ask for a minimum donation of \$10, rather than a set fee, many punters will chip in a little extra.

#2 MAKE IT

USE THIS WORKSHEET TO HELP YOU BOOK YOUR VENUE

VENUE DOS AND DON'TS

Getting the venue right is ultra important. It needs to fit with the type of music, crowd and atmosphere you're aiming for. Here are a few dos and don'ts:

DO ...

- Find a venue you know you can sell out — go small (max. 200 capacity), especially if it's your first time.
- Look for a popular venue that draws a regular crowd on your chosen night.
- Think about your audience and the location: if you're in student-land, does your night cater for students?
- Ask your venue to waive their hire fee — remember you're trying to raise as much as possible for Oxfam.
- Choose a venue that suits the type of music you want to play.

DON'T ...

- Pay for venue hire! Or equipment, security, sound engineer, van hire, or anything else if you can help it. It's amazing what you can get for free for charity.
- Forget to use your venue's in-house promotion. Ask if you can put up posters, flyer at other events and use the venue's mailing list.

THINGS TO COVER WHEN TALKING TO THE VENUE — TICK THEM OFF AS YOU GO

Availability:

- Is the venue available for your chosen date?
- Are there any nights/dates better than others?

Money:

- Can you hire the venue for free?
- Can you charge for entry and are there any conditions?
- Will they give you a percentage of the bar takings?
- Are there any restrictions on other fundraising activities such as auctions, raffles etc?

Legalities:

- Does the venue have a licence to play live music and serve alcohol?
- Does it have public liability insurance?

Sound system:

- Is there an in-house PA system?
- Will they supply a backline (drums, amps etc)?
- Do they have DJ equipment and a sound engineer?
- Can you use it, is it suitable and is it free?

Venue opening times:

- When can you set up and soundcheck?
- Is there a noise limit?

Official capacity:

- How many people will the venue hold?

Security:

- Is it needed?
- If so, is it provided and is it free?

Door entry:

- Can you sell tickets in advance?
- Do they have a cloakroom, and can you run it?
- Is there a dress code (eg no trainers)?
- Are there any age restrictions?

Promotion:

- Will the venue include your event on their website, posters, flyers, mailouts etc?
- Can you put your flyers and posters in their venue?

VENUE CONTACT DETAILS

PULL-OUT

OXJAM WALL PLANNER



Photo: Dan Medhurst/Oxfam

OXJAM WALL PLANNER

EVENT STAGE		APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
		Design and ideas	Event planning	Event promotion	Event promotion	Festival month	Wrap-up and evaluation
#1 DESIGN IT	RECRUIT THE TEAM	✔ Post on Facebook to see if any mates want to get involved.					
	CHOOSE THE MUSIC, VENUE AND THEME	✔					
	FUNDRAISING PLAN <small>Tip: set up your e-fundraising page at www.oxfam.org.au/my/login</small>	✔					
#2 MAKE IT	APPROACH VENUES		✔				
	BOOK YOUR VENUE <small>Tip: book your venue as early as possible as they can be booked up quickly.</small>		✔				
	APPROACH ACTS		✔				
	BOOK YOUR ACT		✔				
	PLAN BUDGET AND COSTS		✔		✔		
#3 PROMOTE IT	PROMOTION PLAN			✔			
	PROMOTION ACTIONS <small>Tip: promote your event up to two months in advance. List your event on the OXJAM website for maximum publicity.</small>			✔	✔	✔	
KEY OXJAM DATES			OXJAM training events		OXJAM launch events	OXJAM MUSIC FESTIVAL	1 October: Deadline for paying in your event money.

#2 MAKE IT

BOOKING YOUR ACTS — DOS AND DON'TS

There's no one best way to approach a band or DJ. Here are a few top tips from those in the know:

DO ...

- Approach acts that have a big local following.
- Have acts that attract a similar type of audience.
- Choose bands that fit your theme and your venue.
- Use your contacts — if you've got friends in bands they are more likely to play and bring their musical pals along too.
- OXJAM is all about your local music scene so think about supporting local, independent musicians.
- You'll never know if you don't ask — the worst someone can say is no!

DON'T ...

- Underestimate how much set up time is needed for each act.
- Assume what you like is what everybody else will like.
- Assume that venues will provide or bands will bring all of their own equipment; make sure you clarify what is needed and what has to be provided on the night.

THINGS TO COVER WHEN TALKING TO MUSICIANS — TICK THEM OFF AS YOU GO

- Are they available for your chosen date?
- Will they play for free? (Every OXJAM act performs for free).
- Do they know the venue? (Locations, times and setting up details).
- Will they be selling merchandise? Could they donate a percentage to OXJAM?
- Who should you contact on the day?
- How long is set up/pack down?
- Do they have a "tech spec"?
- Will they happily share the backline?
- What equipment requirements do they have? Can the venue supply?
- Can they promote the gig to their fans?



GET THE BALANCE RIGHT

Put on a popular local band as the headliner, a couple of acts from the area, a new artist (who'll bring lots of friends), then add a DJ or two for between the sets and to end the night.



CHECK TECH SPECS

Most artists will have a "tech spec" for the equipment they need. Check with the venue that they've got it covered. You should also ask the bands if they're willing to share or bring their own gear, with headliners usually supplying the drum kit. Hiring gear can get very expensive.

Head to www.oxjam.org.au for heaps of free online resources, including a sample letter and contracts to give to artists before you book them, along with a basic tech spec for them to fill out.

#3 PROMOTE IT

So initial planning is done. The music's sorted. The venue's booked. Now you need to get the people in. Luckily pretty much everyone loves live music and there's no shortage of great ways to make sure you sell out.



Photo: Maureen Bathgate/OxJamAUS



GET STARTED EARLY

If your event is in August, think about starting your promotion around June. Remember while August is the official OXJAM month, you can hold your gig any time of year.



GET ON THE OXJAM WEBSITE

List your gig on the OXJAM website — about a third of all gig-goers find out about events this way. You'll get free promotion, as well as be able to access our poster generator and pre-designed graphics to download and add to your own websites, blogs or social media.



NAMING YOUR EVENT

Think about naming your gig something unique and inventive that will catch people's attention, and don't forget to include the word "OXJAM". Take a look at our other OXJAM gigs on the site to make sure your name doesn't clash with someone else in your area.



GET NETWORKING

Social media is one of the best ways promote your event. Tell everyone on Facebook, Twitter and Instagram. Use our social media hashtag #oxjamaus and get your friends to share it too. If you like writing, create a blog and send it to online publications for extra awareness and attention.



GET IN THE LOCAL PAPER

Maximise local media coverage by circulating a press release to local papers, music mags and radio stations.



GET IT ALL BRANDED

It's really important to make sure your event looks like an OXJAM event. Doing so will mean you'll benefit from all our national promotion and media coverage, and the reputation built up by previous events in your area. Download templates and guidelines from the OXJAM site.



To access useful resources such as brand guidelines and logos head to the OXJAM website.

www.oxjam.org.au

#3 PROMOTE IT

USE THIS WORKSHEET TO HELP YOU PROMOTE YOUR EVENT

PROMOTION DOS AND DON'TS

- | | |
|--|---|
| <p>DO ...</p> <ul style="list-style-type: none"> • Make sure your event is well branded as part of the national OXJAM campaign. • Ask bands to use their channels to promote the gig. • Get social — Instagram, Facebook and all social channels will be a massive help to getting the word out there. It's also a chance to flex your digital marketing skills. • Call your event something unique that will catch people's attention. • Check the OXJAM website for other gigs happening in your area to avoid potential clashes. • See which well-known bands might be touring in your area and enquire if there is any possibility of holding an OXJAM stall or activation at their event to promote your gig. They might even be on board to play or hang out! | <p>DON'T ...</p> <ul style="list-style-type: none"> • Keep it to yourself — if people don't know about your gig they won't come! • Leave it to the last minute. • Name your event "OXJAM Melbourne" or "OXJAM Sydney" — be aware that hundreds of gigs will be taking place all over the country. So be inventive when naming your gig to ensure it stands out. |
|--|---|

PROMOTION CHECKLIST

- Get your event listed on the OXJAM website.
- Print event posters and flyers (try and get this done for free).
- Write a press release using the template available through your OXJAM account.
- Contact the local paper, radio and listings magazine.
- Email friends, colleagues and family.
- Get a Twitter and Facebook event up and running.
- Consider listing with a ticketing agency such as Moshtix.

PUT YOUR GIG ON THE OXJAM MAP

With so many gig-goers finding out about OXJAM gigs in their area through the OXJAM website, it's a really easy way to reach a massive audience. Register your event and you not only get the benefit of all the PR buzz around the national festival, we'll also send you free branded promotional materials for your gig.

www.oxjam.org.au



#4 THE GIG

OXJAM

GIGS. FOR GOOD.

After all the planning, the actual day will fly by. So here are some on-the-night tips to make sure your OXJAM gig is a massive success and you have a great time raising all that cash for people living in poverty.



ARRIVE EARLY

Get to the venue at least one hour before the first act is due to arrive. Make sure all of your volunteers and team arrive early too so they can help out, setup and run any last-minute errands.



MEET THE ACTS

Make sure you meet the acts as they arrive. Check they've got everything they need and know the running order.



OXJAM-IFY THE VENUE

Put up your OXJAM posters and banners to make sure people know it's an OXJAM gig.



KEEP PROMOTING

Posting the event live on social media will create buzz and excitement. Allocate social media to someone as you will be busy and don't forget to hashtag #oxjamaus.



Use the checklist overleaf to help you make sure you've got everything covered on the night.

Art Vs Science, OXJAM ambassadors for 2016, playing a free lunch time gig at Melbourne Uni for OXJAM. Photo: Rodney Dekker

FINALISE TIMINGS AND RUNNING ORDER

A typical night might include one headliner, two or three supports and one or two DJs to play in between live sets and at the end.

Approximate set lengths

Headliner: 45 minutes to 1 hour.

Support acts: 30 minutes.

Allow 20-30 minutes to change equipment between acts.

Here's a rough plan based on a 12.30 curfew, which you can adapt to suit your event:

Sample timings	Actual timings	Set	Artist	DJ
00.00 – 00.30		DJ		
23.00 – 00.00		Headliner		
22.30 – 23.00		DJ + changeover		
22.00 – 22.30		Support		
21.30 – 22.00		DJ + changeover		
21.00 – 21.30		Support		
20.30 – 21.00		DJ + changeover		
20.00 – 20.30		Support		
19.30 – 20.00		DJ + line check		



AFTER THE SHOW

Settle up with the venue and thank all the staff, musicians and volunteers involved.



COLLECT THE CASH

Make sure you know who's in charge of takings at the end of the night.

USE THIS WORKSHEET TO HELP YOU AT THE GIG

THE GIG CHECKLIST

- Meet the venue manager and introduce all of your team.
- Make sure your team members know their roles.
- Put up posters and any OXJAM branding.
- Organise a cash float for ticket sales.
- Check PA and equipment is working before acts arrive.
- Get the stage manager to supervise the sound check.
- Make sure equipment is set up and sound engineer is happy.
- Give all the timings to artists, DJs and sound engineer.
- Make sure artists know where to park/which entrance to use.

CONTACT DETAILS FOR ALL PERFORMERS:

CONTACT DETAILS OF VENUE MANAGER:

NOTES

WHERE YOUR MONEY GOES

The money you raise at your OXJAM gig goes towards Oxfam Australia's life-changing work around the world. When you partner with Oxfam, you partner with people who are fighting for the kind of rights that most people in Australia take for granted. At Oxfam we believe all lives are equal and no-one should live in poverty. Together we are tackling poverty by changing minds, systems and lives.

YOU & OXFAM

TACKLING POVERTY TOGETHER



Photo: Eleanor Farmer/Oxfam

#5 PAY IN

RECOVERY DAY

Massive congratulations and thanks from everyone at OXJAM for making it all happen. We hope you had an unforgettable night. In a minute you can kick off those shoes, get your mates off your couch, and give yourself a massive pat on the back.

But first comes the life-changing bit. Time to pay in all that hard-earned cash that will help people around the world to lift themselves out of poverty and thrive.



PAY ONLINE

It's the quickest and most simple way to pay in the money you've raised. All details are available at www.oxjam.org.au

STAY SAFE AND LEGAL

Your OXJAM event can be whatever you want it to be. The only rules are that it must be safe, it must be legal, and you should not bring Oxfam into disrepute. You are responsible for ensuring that any OXJAM event you organise complies with the law. Oxfam cannot and does not accept liability for events run in aid of Oxfam — and this includes any financial costs incurred in putting on your OXJAM event.

It is important to make clear to any venues or artists that you approach that OXJAM is a national festival of independent events led and run by volunteers to fundraise for Oxfam Australia. As a volunteer, you are not an agent of Oxfam Australia and you are organising your event independently of Oxfam.

KEEP IT LEGAL

Two first steps:

- Check with your local Council for necessary permissions — licensing, trading standards, and health and safety issues.
- Contact local police if you're planning an event in a public place (for example, if your event is likely to cause traffic queues).

Insurance

Any event involving the public needs Public Liability Insurance. This is bought from insurance companies. BUT it's likely that your venue is already covered, so just check with venue owners/mangers.

Licences

Most venues that put on live music regularly will have appropriate licences such as to sell alcohol. We strongly recommend that you use an established live music venue but if your event is taking place somewhere that doesn't usually put on live music, check which licences are needed through your local council, which can be found at <http://www.australia.gov.au/directories/>.

Artist royalties

Whenever music is performed in public, communicated or reproduced, the songwriter and their publisher may be entitled to a payment or royalty. The Australian Copyright Act gives writers "economic rights" which cover certain uses of their music. By licensing and allowing the public performance, communication or reproduction of their music, songwriters can generate income known as royalties.

We strongly recommend that you use an established live music venue with APRA/AMCOS licensing. If your event is taking place somewhere that does not usually play recorded or live music, and your featured bands/DJs/performers will be playing cover music or recorded music, please check with APRA/AMCOS for any licences you might require at www.apraamcos.com.au.

Raffles

Raffles are a great way to raise cash, but have some laws relating to them. Please ensure that you check with your State Gambling and Liquor Regulation body.

Busking

Busking requires council permit so be sure to apply with your local council if you plan to do this.

Collection boxes

Collecting donations via collection boxes at privately owned venues (eg. pubs/cafes) needs permission in writing from the owner/manager. Also contact Oxfam through oxjam@oxfam.org.au for an Authority to Fundraise if you're planning to use collection boxes. All donations must be put in a sealed container. Seal with a lock, self-adhesive paper, or some other device, as long as it's easy to detect any attempt to tamper with or break the seal.

Mandatory text for publicity and other materials

All OXJAM fundraising/publicity materials you produce must make it clear that you are fundraising in support of Oxfam, so please include the following text on all flyers, posters etc. "OXJAM is a volunteer-run fundraising venture on behalf of Oxfam Australia (Public Benevolent Institution. ABN 18 055 208 636). All profits from individual OXJAM events go to Oxfam Australia."

Children under 16

You must be over 16 to sign up to OXJAM as a gig-maker. If you're younger than 16, you're still more than welcome to get involved, but you'll need to get a parent, guardian, or teacher to sign up for you, and they'll need to supervise and take responsibility for the event. If you or any of your performers are under the age of 18, make sure that the venue manager is aware of this and happy for you to proceed with the gig.

KEEP IT SAFE

- Oxfam cannot accept responsibility for accidents before, during or after your event. Ask your venue about health and safety — they've probably got it all covered.
- If you're going to be carrying money around, be aware of personal security. Always use a safe route and always be accompanied and/or carry a personal alarm.
- If using sub-contractors or facilities, make sure they have the required experience and insurance cover.
- Consider first aid requirements — contact your local St John Ambulance branch for help and advice.
- Consider fire safety — contact local fire station for advice.
- Please organise recycling for your event. Your local council can give advice and assistance.

OTHER CONSIDERATIONS

If you are organising an OXJAM gig in a residential area, please ensure that you inform neighbours and keep noise to a minimum after 11pm.



OXJAM

GIGS. FOR GOOD.

OXJAM is one massive month of unforgettable gigs,
all in support of Oxfam's life-changing work.

All local. All live. All organised by people like you.

Hit us up at OXJAM HQ for any type of support you need.

We're here to help!

Contact details are on the OXJAM website.

OXJAM.ORG.AU



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