



Host Your Own
Corporate Guide

Shine
A Light
OCT 9

Overview

Did you know? Up to 5,000 stars are visible to the naked eye on a clear night!



Currently, over 5,600* Children are living within homelessness in Ireland. That's more than number of visible stars in the Sky

Welcome on board and thank you for participating in Shine A Light for Focus Ireland, proudly supported by Sisk. This guide will provide you with information on hosting your own Workplace sleep out and an overview of how your participation will help support those experiencing homelessness in Ireland.

Contents

- Why do we need your support?
- What to expect on the night!
- Event Plan - Example
- Activities on the night
- Risk Assessment
- Quick Tips for Fundraising
- Social Media Sample Posts
- Collect & Return Donations
- Thank you & Further Support



Why do we need your support?

A child without a home loses more than a place – they lose pieces of their childhood.

Shine A Light brings companies, business leaders, schools, and communities together for one night of solidarity to help prevent homelessness and support children, families, and individuals who urgently need a safe place to call home.

The Workplace sleep out is the bedrock of Shine A Light - movement on an organisational level that brings workers across Ireland together to take collective action against homelessness.

It is a powerful statement: workplaces stepping forward to drive change, raise vital funds, and shine a light on the realities faced by thousands of families who need support.

Over 5,600 children are without a home - a number often spoken about as if it were just a statistic. It isn't. It represents a generation growing up in crisis. It means a childhood measured, not in birthdays, but the number of emergency accommodation rooms you've passed through.

Shine A Light is a national response to a crisis of national scale. We believe no child should endure the trauma of homelessness.

You know better than anyone that when we work together, change follows. The event is not about replicating homelessness - we're asking you to come together with your team and networks to make a meaningful impact.

Shine A Light itself is symbolic. The funds you raise are practical, immediate, and life-altering. They help children access support workers, safe spaces, and the stability every child deserves.

That's why we need you to organise a Workplace sleep out on 9 October.



**Shine
A Light**

What to expect on the night

Date: Friday 9 October

Shine A Light is one powerful night; it is a shared experience that builds awareness, mobilises teams, and the funds raised fuels frontline services, safe spaces, and pathways out of homelessness.

Here's what you can expect:



Your Location

Choose somewhere safe and secure to host the sleep out: your car park, atrium, boardroom, or a larger room.



Team Buidling

The sleep out is a great way to build team spirit and engage colleagues in a meaningful cause.



Food & Refreshments

Consider providing hot drinks and light refreshments for participants during the night.



Fundraising Impact

Monitor your teams live fundraising total and inspire colleagues to keep spreading the word.

Put your team page on the big screen and celebrate each new donation together.

**Shine
A Light**

Event Plan - Example



Time	Activity	Who	Materials Needed
5:30 - 6:00PM	Set up registration table, cardboard, first aid station, dinner/breakfast area, sleeping area, presentation area, any activities.	Shine A Light committee	Projector, Speaker, Extension lead, Pen, Registration forms, Cardboard, First aid kit, Cutlery, Plates, etc.
6:00 - 6:30PM	Final event briefing to go over plans for the night.	Shine A Light committee	-
6:30 - 7:00PM	The Event Starts: Participants arrive; Registration; Collection of sleeping material; Setting up of materials and belongings.	Shine A Light committee & Participants	-
7:00 - 7:30PM	Dinner is served. Allow time for eating dinner and mingling	Shine A Light committee	Prepared food/catering
7:30 - 8:00PM	Presentation: Opportunity to present on why employees are sleeping out using videos presented on the Shine A Light homepage. You should also go over the plan for the night, including a health and safety briefing.	Shine A Light committee & Participants	Projector & Speakers

Event Plan - Example



Time	Activity	Who	Materials Needed
8:00 - 8:30PM	Dedicated social media time Remind everyone that the sleep out is a critical time to raise funds. Encourage everyone to share their activity maybe a snap of them at the sleep out on social media with a link to your team fundraising page and ask for donations!	Shine A Light committee & Participants	Individual Photos, Team Photos, etc.
8:00 - 10:00PM	Activities Opportunity to run an activity for employees to help deepen their understanding of homelessness. Come up with your own activity or use one of our suggestions on the following page.	Shine A Light committee & Participants	Activites Materials
10PM - 6AM	Time to get ready for bed. Lights out and Sleep till about 6AM Social media reminder - Share an update with supporters and continue to ask for donations. Pictures of the sleep out setup can be a powerful image.	Shine A Light committee & Participants	End of Night Photos
7:00 - 7:30AM	Wake up and Breakfast	Shine A Light committee & Participants	Prepared food/catering
7:00 - 8:00AM	Pack up belongings and leave for home. Social media reminder - Share an update with supporters that your team have completed the sleep out and continue to ask for donations Sleep out Committee will remain for final clean up.	Shine A Light committee & Participants	Projector & Speakers

Activites on the Night

Quiz Night

Host a quiz to test your team's general knowledge.

In addition to your own awesome trivia questions, add a special **'Shine A Light'** round dedicated to raising awareness about homelessness. By including this round, you're not only testing your colleagues' knowledge but also raising awareness about a critical issue and the important work of Focus Ireland

Watch a Movie

Movies can spark important conversations and raise awareness about homelessness. Here are some recommendations that can set the tone for reflection and empathy: **Rosie, Pursuit of Happyness, The Soloist, Time Out of mind.**

Check availability ahead of time, as some films may require a rental fee or streaming subscription. If you're downloading the film to watch offline, be sure to do so before the event.

Get Creative

Some of the most powerful activities are the ones that tap into people's creative side. Try thinking outside the box...literally.

Last year, Sisk decided to **run a competition** between colleagues. Staff were broken up into teams and given cardboard boxes, duct tape and a time limit. The team with the best shelter won.



Have an idea?

**Sense check it
with us for
feedback and
suggestions.**

**Shine
A Light**

Risk Assessment Template



What hazards are present or may be generated?	Who is affected or exposed to hazards?	What is the potential severity of harm?	What precautions are in place to either eliminate or reduce the risk of an accident happening	What is the likelihood of harm occurring?	What is the risk rating?
Unsafe Sleep Out Locations	Participants	Serious	• Participants will not be sleeping in public spaces; • There will be a designated area for the sleep out; • The sleep out area will be inspected for potential hazards.	Improbable	Low Risk
Hypothermia	Participants, staff & volunteers	Serious	• Participants will be advised to wear appropriate clothing and bring adequate supplies for all types of weather; • A health & safety briefing will be delivered to participants. • Organisers will monitor well-being of participants. • Participants will return indoors, and will receive medical attention if required.	Possible	Low Risk
Fall, Trip, or Slip	Participants, staff & volunteers	Minor	• The event area will be checked for litter and any hazards immediately before, during and after, the event; • All participants will be advised to take extra care if it has been raining. • encourage participants to keep belongings organised.	Possible	Low Risk

Risk Assessment Template



What hazards are present or may be generated?	Who is affected or exposed to hazards?	What is the potential severity of harm?	What precautions are in place to either eliminate or reduce the risk of an accident happening	What is the likelihood of harm occurring?	What is the risk rating?
Inaccessible Venue	Participants, staff & volunteers	Serious	• Ensure access points are in place for those with a disability.	Improbable	Low Risk
Fire	Participants, staff & volunteers	Serious	• Prohibit open flames, designate smoking areas, have fire extinguishers readily available.	Improbable	Low Risk
Medical Emergencies Allergic Reactions, Injuries	Participants, staff & volunteers	Serious	• Have a first-aid kit readily available, identify a designated person with basic first-aid training. • Organisers to call emergency services if required. • Participants will be asked to share any allergy information prior to the event.	Improbable	Low Risk
Security: Theft of Personal Belongings	Participants, staff & volunteers	Minor	• Encourage participants to bring minimal valuables, designate a secure area for valuables if needed.	Improbable	Low Risk

If you would prefer to create your own risk assessment, click below to access a blank Canva template that can be adapted to suit your event location.

[**Blank Risk Assessment Template**](#)

Quick Tips for fundraising



Team Up and Show Up: Announce your workplace's participation and fundraising goal online to your network of supporters. Add your profile photo and why you're sleeping out to your fundraising page.

Self-donate: Kick-start the journey to your target, it'll encourage others to donate and give an amount to match.

Leverage your network: Reach out to your peers, clients and vendors, challenging them to participate, or asking them to donate to your fundraising page.

Spread the word: Share your fundraising story and progress on social media, in your Whatsapp groupchats, in the office, the gym, the local coffee shop. Ask for others to reshare your page on their social channels.

Matched gifts: Does your workplace have a matched giving scheme? It's a great way to double your impact. Encourage as many members of your team to join you in sleeping out.

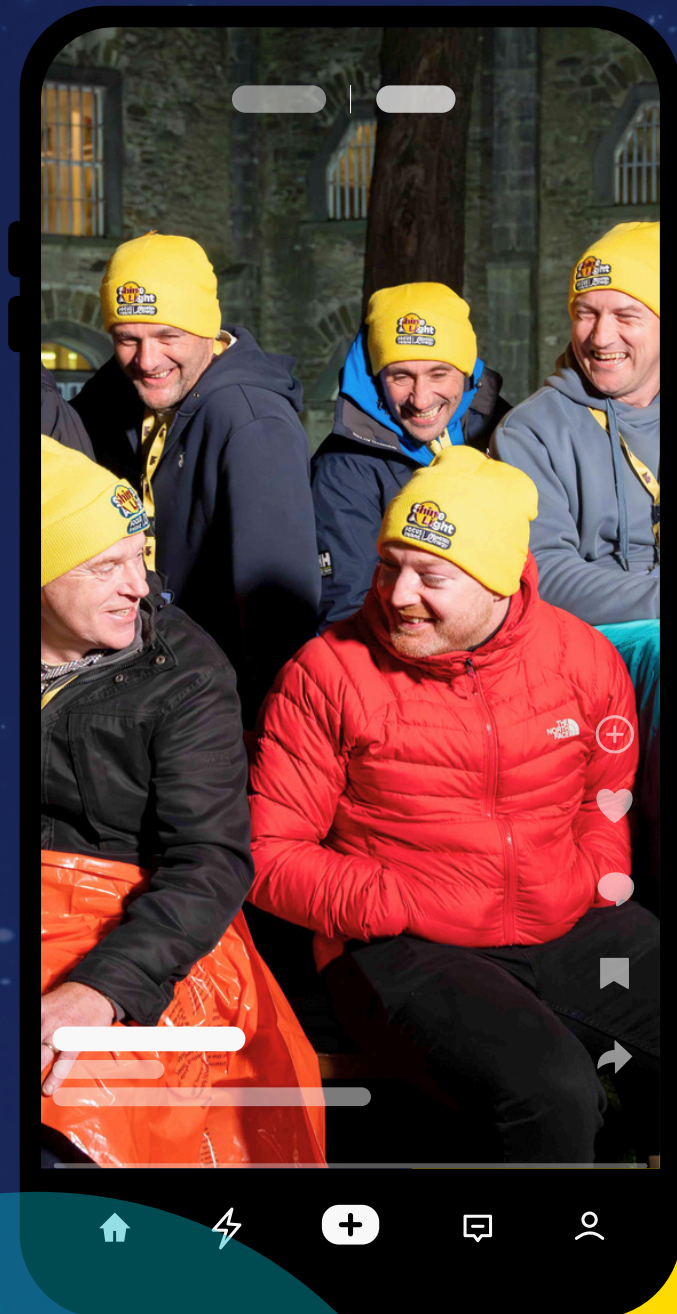
Maximise the event day: October 9 will be the best day to secure donations, so share live updates and ask your supporters to donate through the night.

'If we want a kinder world, we must start by being kinder to the people in front of us.'

Sr Stan



Social media sample posts



Boost your reach:
Add a donate ask and
your fundraising page
link to your email
signature.

Shine A Light's message is powerful - now we need you to amplify it. Here are some sample posts to help you get started and rally your peers, family, and friends behind your sleep out and fundraising goals.



WhatsApp - short, personal, direct

"I'm sleeping out at [Your Workplace] for Focus Ireland's Shine A Light because every family deserves a safe place to call home. Your donation - big or small - can directly help someone get the support they need: [Fundraising page link]"



Facebook - personal, emotional, share-friendly

"On October 9, I'll be sleeping out for @FocusIrelandCharity Shine A Light at [Your Workplace]. Homelessness doesn't just take away a home - it takes away a childhood. Children miss out on stability, play, and the simple comfort of feeling safe. Your donation can help give that childhood back. ❤️ Donate or share: 👉 [Fundraising page link]"



LinkedIn - professional, impact-focused, teamwork

"This October, I'm joining my teammates at [Your Workplace] to sleep out for Shine A Light. Homelessness doesn't just take away a home - it takes away a childhood. Children miss out on stability, play, routine, friendships, and the simple security of knowing where they'll sleep tonight. @FocusIreland works every day to change that, helping families move from crisis to safety and towards a secure home. Your support can make this happen. Please donate or share my page: [Fundraising page link]"

Collect & return donations



Donate Online

Donations made directly to your Shine A Light online fundraising page will automatically transfer to Focus Ireland.

Share your fundraising page link via email and social media. Alternatively your supporters can find your fundraising page on the website by selecting 'Donate to a fundraiser' and searching for you.

If you have collected any cash donations, you can also add this to your fundraising page by selecting 'Bank my funds' on your personal fundraising dashboard.

Bank Transfer

You can make the donation directly to our bank account:

Name: Focus Ireland

IBAN: IE30BOFI90001715834518

Sort code: 90-00-17

A/c No: 15834518

BIC: BOFIIIE2D

When making a transfer please ensure you include your name/details so we can attribute the donation to you and don't forget to reference Shine A Light.



Here's some further support.

Your Fundraising Dashboard:

When you sign up to Shine A Light, a fundraising page will be created for you. On your fundraising dashboard, you will have access to a QR code poster, social media guide, fundraising tips, email & social media templates, and more.

'Every person deserves safety, dignity, and a place to call home — nothing less.'

Sr Stan

Didn't find what you were looking for?

Have you tried looking through the downloadable resources on our website?

shinealight.focusireland.ie

We also have a list of FAQs that might be able to answer your question.

If you still haven't found the answer to your question, please feel free to get in touch with our team:

shinealight@focusireland.ie

or call the Focus Ireland team on:
01 881 5900



**Shine
A Light**