



**Celebrate and raise money  
for Farleigh Hospice!**

**See inside for:**

**fundraising ideas • event planning tips • fundraising kit**

**Call us today: 01245 457411**

email [fundraising@farleighhospice.org](mailto:fundraising@farleighhospice.org)

or visit [farleighhospice.org/gettogether](http://farleighhospice.org/gettogether)



**Farleigh  
hospice**

**40<sup>th</sup> Birthday**

**Celebrating 40 years of care**  
[www.farleighhospice.org](http://www.farleighhospice.org)   

Registered with



FUNDRAISING  
REGULATOR

Charity Registration no 284670



# Welcome to Time to Get Together

At Farleigh Hospice we are proud to have reached our 40<sup>th</sup> birthday this year and we would like to invite you to join us this summer by celebrating your own achievements or just simply taking the 'Time to Get Together' with your friends and family whilst supporting your local hospice.

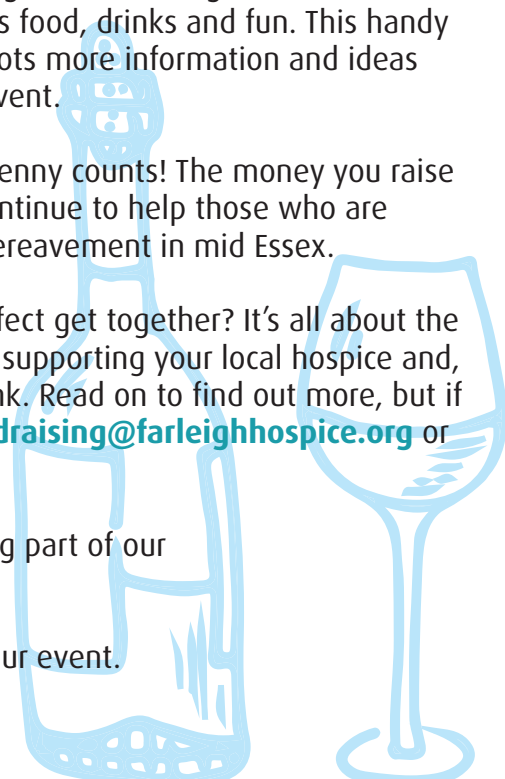
Hosting a get together is a fantastic way to catch up with others and it can be as simple or elaborate as you like. Your get together can be held at any time and in any place: at home, at work, in school, in the garden, in a village hall, the local park or even a beach hut! It is as easy as putting the kettle on, firing up the barbecue or pouring the cocktails. Just pick a day and invite friends, family, neighbours, colleagues, clients and customers to join you for some delicious food, drinks and fun. This handy fundraising pack will provide you with lots more information and ideas to help you plan and host the perfect event.

Whether you raise £20 or £200, every penny counts! The money you raise during your get together will help us continue to help those who are affected by life-limiting illnesses and bereavement in mid Essex.

So, what's the secret to hosting the perfect get together? It's all about the people, the fun, the feel-good factor of supporting your local hospice and, of course, lots of delicious food and drink. Read on to find out more, but if you have any questions, just email [fundraising@farleighhospice.org](mailto:fundraising@farleighhospice.org) or call **01245 457411**.

Thank you for your support and for being part of our **Time to Get Together** campaign.

We look forward to hearing all about your event.



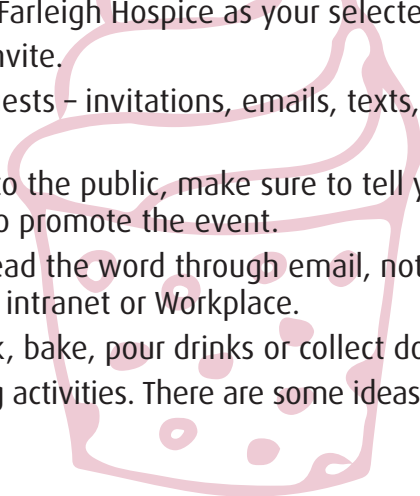


# Let's get planning...

To host the perfect get together, you must first have a plan. Grab a cuppa and read this handy checklist to make sure you don't forget anything.

## Before

- Choose a time and date for your get together.
- Decide where your get together will take place. It could be your back garden, a village hall, a local park or a beach hut.
- Choose the style of your get together. It might be an afternoon tea, morning coffee, wine tasting, cocktail making, a summer barbeque, a picnic with outdoor games, a dinner party, gin tasting – whatever tickles your taste buds! We've got some suggestions below.
- Determine an entry charge. We suggest a minimum donation of £3 per guest. Remind your guests to bring cash as many are out of the habit of carrying coins and notes. If you'd prefer not to handle cash, you can set up a JustGiving page and fundraise online. Visit [justgiving.co.uk](https://www.justgiving.co.uk) to set up your page and select Farleigh Hospice as your selected charity.
- Draw up a list of people to invite.
- Decide how to invite your guests – invitations, emails, texts, social media or even in person.
- If your get together is open to the public, make sure to tell your local media and use your poster to promote the event.
- For a work get together, spread the word through email, notice boards, internal newsletters and the intranet or Workplace.
- Recruit some helpers to cook, bake, pour drinks or collect donations.
- Plan for additional fundraising activities. There are some ideas on page 6.



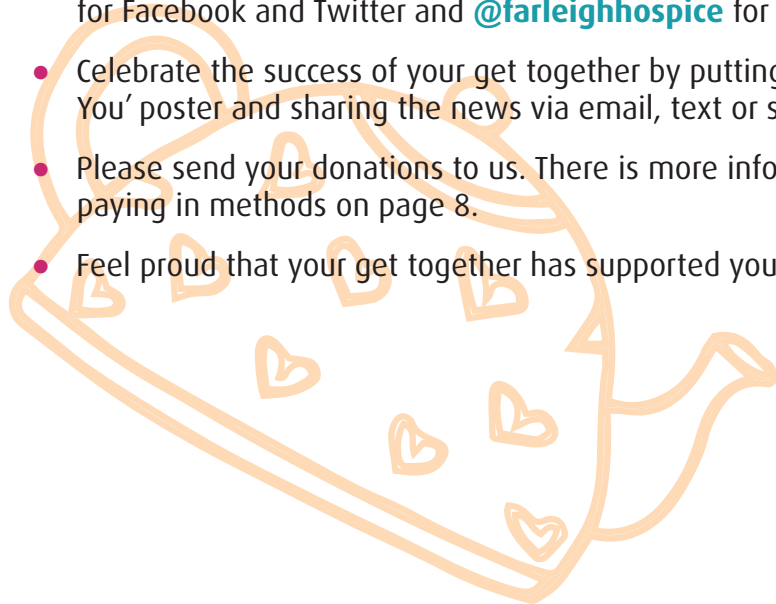


## During

- Don't be afraid to keep asking for donations. Use an old tea pot, an empty wine box, a cake tin or some Farleigh Hospice collection boxes. Pop your box near the food to encourage your guests to donate.
- Take plenty of photos. Encourage your guests to do the same.
- Have fun!

## After

- Share your photographs with us. Send them to [fundraising@farleighhospice.org](mailto:fundraising@farleighhospice.org) so we can share your stories and pictures on our website, in our publications and on social media\*.
- Post your photos to your own Facebook or Instagram accounts, tweet about your party or use LinkedIn to share your event with friends, family and colleagues. Don't forget to tag us too! [@FarleighHospice](https://www.facebook.com/FarleighHospice) for Facebook and Twitter and [@farleighhospice](https://www.instagram.com/farleighhospice) for Instagram.
- Celebrate the success of your get together by putting up your 'Thank You' poster and sharing the news via email, text or social media.
- Please send your donations to us. There is more information about paying in methods on page 8.
- Feel proud that your get together has supported your local hospice.



\* Submitted photography may be used by Farleigh Hospice to promote this and other Farleigh Hospice activities in print or electronic media.



# Need a reason to get together?

The last couple of years we have all missed meeting up with friends and family so there is no reason not to take the 'Time to get Together' and enjoy our summer weather. Here are some ideas how you can celebrate together:

## Barbecue with buddies

Fire up the grill, put the beers on ice and get the gang together for a good old summer barbecue.



## Sports night

Add a charitable twist to having friends round to watch the sporting event of the moment!



## Fizzy Fridays

Reinstate Friday night fun with the girls and pop open the Prosecco or any fizzy drink of your choice.



## Games night

Get competitive - group friends and family into teams and get the board games out and have a mini tournament! Or take it to the next level with giant outdoor versions of your favourite games in the garden.



## Wine o'clock

Get together with friends and crack open those bottles you've stashed a way for a special occasion - because being together is special in itself!



## Tea@3

Put the kettle on and grab the cakes and biscuits for a Farleigh Hospice tradition. Getting together for tea and a chat doesn't have to be at 3 o'clock and you don't even have to drink tea!





## Make it an occasion

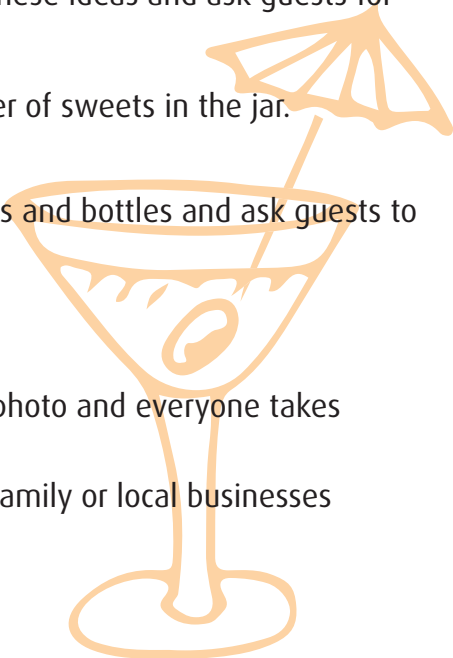
Farleigh will be celebrating its own 40<sup>th</sup> birthday but you can also arrange your own celebratory get together to:

- Mark a special birthday.
- Have a housewarming.
- Remember a loved one.
- Have a girls' night in.
- Reunite with old colleagues or school friends.
- Celebrate a birth, engagement or other special achievement.

## Fundraising ideas

Boost your get together fundraising with these ideas and ask guests for a donation in return for taking part:

- Guess the weight of the cake or number of sweets in the jar.
- Organise party or team games.
- Bucket of booze – fill a bucket with cans and bottles and ask guests to enter to win.
- Cake decorating competition.
- Clothes swap.
- Guess who? Each guest shares a baby photo and everyone takes a guess at who's who.
- Hold a tombola or raffle – ask friends, family or local businesses if they will donate a prize.





# Event law guidelines

## Remember to be safe!

To make sure that everyone has fun and stays safe, please take some time to consider any legal or health and safety concerns. Farleigh Hospice does not accept liability for any loss, damage or injury as a result of taking part in a Farleigh time to get together event.

## Food hygiene

Please make sure that any food served at your get together is prepared, handled and stored correctly. It's also a good idea to label ingredients such as nut, dairy or gluten for those with any food allergies. For food hygiene guidelines, please visit [www.food.gov.uk](http://www.food.gov.uk)

## Raffles

If you intend to hold a charity raffle at your get together, you will not need a licence if you:

- Sell tickets at no more than £1 per ticket.
- You only sell tickets during the course of the event.
- You do not advertise the raffle or sell tickets in a public place.





# How to pay in the money you have raised

There are a number of options available to pay in the money you have raised.

## By post:

Send a cheque, together with your name, address, telephone number and email address to: **Freepost RRLJ-BKTZ-ACEH, Farleigh Hospice, North Court Road, Chelmsford CM1 7FH.**

## Online:

Visit our website at **[farleighhospice.org/donate](https://farleighhospice.org/donate)**

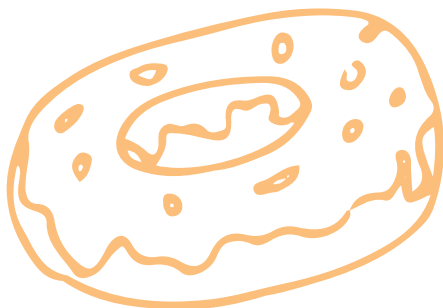
## By phone:

Contact our Donations Officers on **01245 457351** to pay by card.

## Paying in cash:

We can accept payments in cash at our main building on North Court Road, Chelmsford, CM1 7FH, weekdays from 9am to 5pm.

If you have any questions about how to pay in, please contact the fundraising team on **01245 457411** or **[fundraising@farleighhospice.org](mailto:fundraising@farleighhospice.org)**







# Fundraising materials

On the pages that follow you will find materials to help you organise a successful get together:

- Event invitations – print, cut and add your event details and send to your guest list.
- Event poster – to promote when and where your get together is taking place.
- Bunting template – get crafty and decorate your wall, tables or garden fence with our Time to Get Together bunting.
- Thank you poster – to show your guests how much we appreciate their support.
- Social media squares – link to our website where you can download images to share on social media to promote your event.
- Little extras – if you need anything else such as collection tins, balloons, banners or advice, please get in touch on **01245 457411** or [fundraising@farleighhospice.org](mailto:fundraising@farleighhospice.org)

## We are here to help you!

