

ORGANISING YOUR EVENT

Get your bucket and sponges at the ready and make a difference for LOROS.

Pick your date and time

First step you'll take is to decide on the best day and time for your car wash. Midday Saturday or Sunday is generally the best option since most people are already off work and driving around in the community.

Pick your location

You'll need a place where you can set up a hose line or fill buckets with water. Parking lots are typically the best option for car washes.

See if there are any other community events going on that day you could set up near that's already going to be drawing a crowd.

Make sure you ask the parking lot owner for permission and don't get in the way of their normal business. Ask the property owner about insurance for event liability. This location should have access to water.

Promotion and communication

Tell us it is happening; we can put it in our events diary on our website. Using the poster template in the Car Wash toolkit, start advertising your event at least a month in advance. Use social media and don't forget to mention us by tagging @LOROSHospice.

Don't forget to visit loros.co.uk/toolkit for all the guidance, a press release template and extra printables you may need.

Get your supplies ready

The most common supplies you will need include:

- ★ Hoses
- ★ Buckets
- ★ Sponges
- ★ Washcloths
- ★ Dry cloths
- ★ Soap (avoid using dish soap)
- ★ Polishing tools
- ★ Wash mitt (sheepskin or microfibre)

HOW TO WASH A CAR IN A FEW EASY STEPS

Gather the proper materials: Before you begin washing away the dirt, it's important to make sure you have the right tools and chemicals for the job. Avoid using dish soap as it can have nasty effects on your car's paint. Purchase some car wash soap and make sure you use a wash mitt that's made of either sheepskin or microfiber. Have two buckets on hand, as well as a drying cloth.

Pre-treat stains: If you have any particularly nasty bits you need to clean, hit those directly with the soap first. Spraying hard-to-clean stains like bird droppings or dead bugs will make sure you won't have any trouble getting them off later.

Rinse and wash: After giving your car a quick rinse with the hose, use your two buckets and mitt to begin cleaning. One bucket should contain your soapy, clean water, while the other should hold plain water to use for rinsing. This ensures that you're not washing your car with dirty water. Make sure to wash, rinse, and repeat using both buckets.

Don't forget the wheels: It's easy to forget about your wheels, but these hard-working components are often the dirtiest part of a dirty car. First, spray them down with a hose to get them good and wet. After that, use a soft brush to scrub off all the dust, dirt, and grime.

Do a once-over: Rinse and reload your soap bucket one more time and use your soft mitt to give your car's surface one more pass. This helps to make sure you didn't miss any dirty spots, and adds a bit of extra shine to the surface.

The final rinse: After completing your once-over, remove the spray nozzle from your hose and use the gentle water stream to wash your car from top to bottom. This will wash any remaining dirt and soap off the surface.

Dry it up: Use your drying cloth to quickly wipe down your car, picking up as much remaining water as possible. After the initial wipe down, give it another pass, this time focusing on all the spots you may have missed the first time. The end result should be a shiny, dirt-free car.

Setting up your event

Signage is key: To make sure people don't miss it and people may not know about your event, so it is always great to get passing trade. Display posters (where allowed) near you event to attract anyone nearby.

Set out your area: Make sure your supporters know where they should enter and where cars are leaving. Keep all areas free from obstruction. Use the LOROS bunting downloadable in the LOROS Fundraising toolkit and let us know if you need to borrow any LOROS promotional banners and flags.

Safety first: Risk assess your area and look out for any potential problems and be sure to cover this in your briefing.

Make it easy for people to donate: Have a JustGiving page set up ready and have your QR Code for your page displayed for supporters to scan, have some buckets ready too for anyone wanting to donate cash. Make sure it is clear what you would like people donate!

Look after yourself and volunteers

Make sure that plenty of refreshments and breaks are organised for yourself and anyone helping. It can be thirsty work! If it's warm, don't forget hats and sunscreen and you may need some towels too. Make sure everyone has a safety briefing, understands the direction and movement of the cars and wears a high vis at all times!

Delegate clear roles so you know who should be in what area and which times.

- ★ Team - Car directions, making sure cars are following the right route and not causing any obstruction of not trying to use the area for parking.
- ★ Team - Car washers, have four washers per car (if possible): one front, one rear, one left side, one right side.
- ★ Team - Money collectors, making sure supporters either donate by cash or donate online.
- ★ Team - Supplies, making sure all car cleaning and refreshments supplies are kept stocked up and in a safe and tidy place.

Think about rotating roles every hour!

After your event

Don't forget your 'thank you' posters for you to be able to display your total raised.

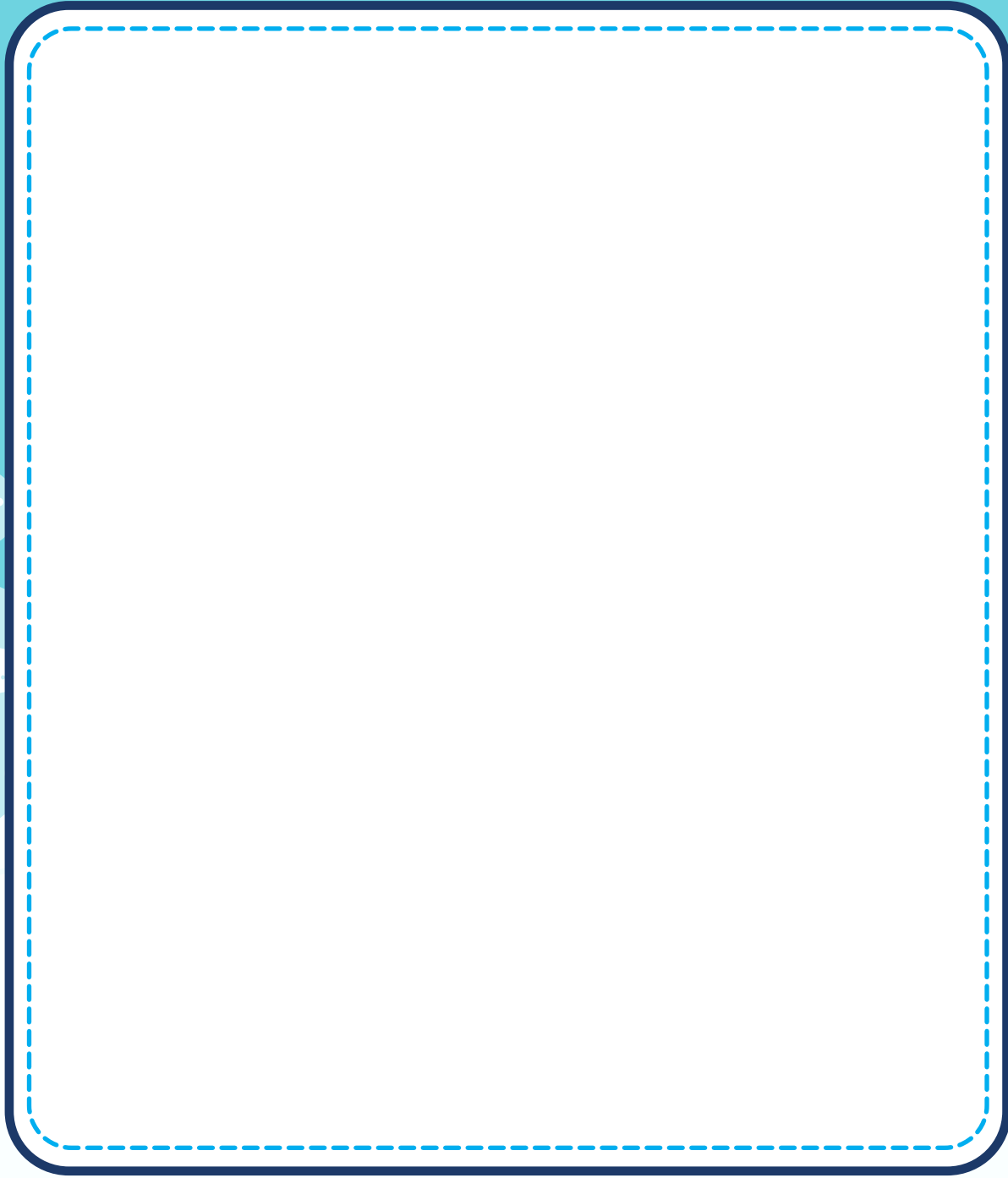
All the details in getting your donations to us are on the money matters page. We will send you a letter and certificate to thank you too.

**EVENT
IN SUPPORT
OF LOROS HOSPICE**



Hospice Care for Leicester, Leicestershire & Rutland

Registered Charity No: 506120



MONEY MATTERS

Gift Aid

Gift Aid allows us to reclaim tax on donations made by UK taxpayers. This means that for every £1 donated, LOROS may be able to claim an additional 25p from the Government. Ask your supporters to tick the Gift Aid option on your sponsorship form or when donating online. If you will be collecting donations then please ask us for Gift Aid envelopes.

Match funding

Check whether your employer offers a Match Funding Scheme. Many companies will match fundraising completed by employees. This is a very easy way to double your funds!

Sending your money to LOROS

There are lots of ways to give your donations to LOROS:

- ★ Cash can be handed in at the Hospice or at any of our LOROS shops
- ★ Cheques can be handed in or sent to Fundraising, LOROS Hospice, Groby Road, Leicester LE3 9QE. **Please make cheques payable to LOROS**
- ★ Payment can be made using a debit/credit card.
Please call the Fundraising team on **(0116) 231 8431**
- ★ Payment can be made via BACS.
Get in touch to ask for our bank details
- ★ If you have a JustGiving page then the money will be sent to us directly so you won't need to do anything!

Remember! Include your details when sending money to LOROS so that we can write and thank you for your tremendous fundraising efforts and making a difference to our patients and their families

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LOROS

Hospice Care for Leicester, Leicestershire & Rutland

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**THANK
YOU**

Together we raised an amazing

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