

ORGANISING YOUR EVENT

Maybe you fancy a day in your joggers, being bunny's for Easter, elves for Christmas or a festival vibe in the summer, this could be the fundraiser for you.

Pick your date and location

First step you'll take is to decide on the best day and time for your Fancy Dress/ Dress Down fundraiser. Friday and Saturday night are generally the best option since most people tend to have time to get together then unless it's at your work place and Friday's tend to work best. Think about where you are going to hold this. Maybe it's a party at home with family and friends, as part of a big celebration at a local pub or at your workplace?

Get ready to promote

Think about spreading the word at least a month before your event date. You could do this via your social media pages, it's a great free way to spread the word. Don't forget to mention us by tagging @LOROSHospice. If your fundraising is at a local venue or at a work place, don't forget to use the poster in the toolkit and let everyone know it's happening.

Planning your fundraiser

Are you just keeping it casual or do you have a theme? Is it to tie in with the time of year or a major date in the diary. Maybe you're a film buff or wearing it bright is more your thing!

Need to decorate the room? Then why not use the LOROS bunting at loros.co.uk/toolkit or you can borrow a LOROS pull up banner, outdoor signage and leaflets to add that finishing touch!

What to charge?

This depends if you have any charges for room hire. If this is the case, you may want to charge for entrance. You can open your own JustGiving page and use the QR code for people to donate directly to there, or you can use some of our LOROS buckets and collection tubs for any cash.

LOROS

Hospice Care for Leicester, Leicestershire & Rutland

loros.co.uk

Registered Charity No: 506120

Being there for *you*
and *your family*

Maximise the potential

Regular Giving is a wonderful way for us to receive your support. Give every month so we can be here every day. For more information or to request literature for your event please contact fundraising@loros.co.uk

Did you know? 1 in 4 of our patients are funded by gifts in Wills. A gift to LOROS in your Will costs nothing today, but will make a real difference in ensuring LOROS can continue this vital care in the future. For more information or to request literature for your event please contact legacy@loros.co.uk

LOROS Lotteries would love to support your fundraiser! Invite the team along on the day for some extra FUN, with the LOROS Lottery, 'Support and Win' scratch cards and big WIN seasonal raffles. Get in touch at loros.co.uk/lottery

LOROS Christmas Cards could be a great addition to any festive fundraising. If you would like us to provide some for your event please contact fundraising@loros.co.uk

Or you could add your own tombola, raffle, quiz or games to raise extra funds and keep your guests busy!

After the 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.

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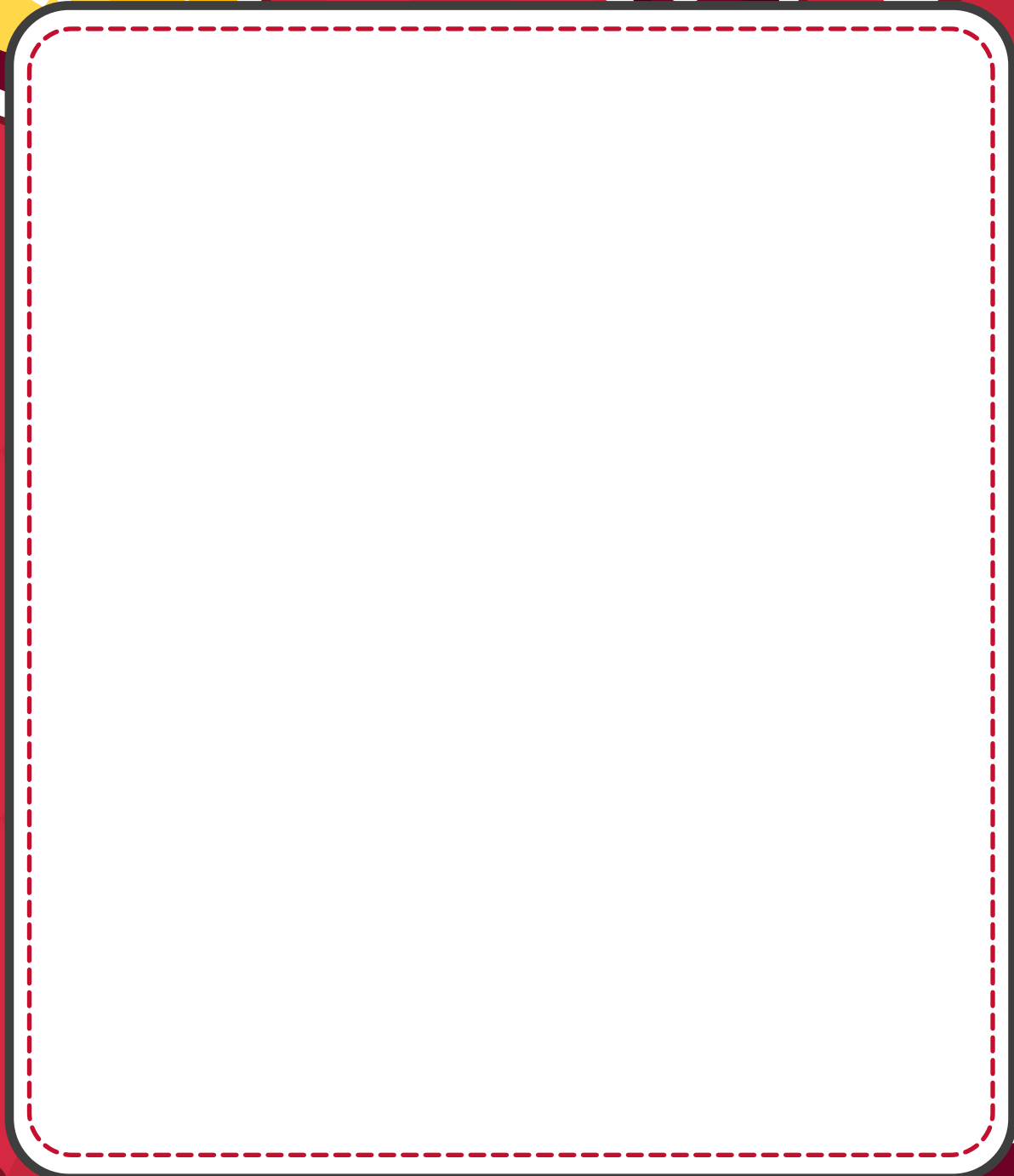
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MONEY MATTERS

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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THANK YOU

Together we raised an amazing

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