

Whilst supporting the Hospice through your fundraising activities, safety remains paramount. We ask anyone planning to hold or to take part in a fundraising event to please follow all relevant UK Government guidelines, which you can find here.

[gov.uk/government/collections/coronavirus-covid-19-list-of-guidance](https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance)

It is essential to check COVID-19 guidance regularly to ensure the safety of the organisers and attendees. Please remember that the guidance from the Government can change and that a local lockdown could be imposed at any time.

If you would like to organise a fundraiser for LOROS, the safe way to do so is online. There are lots of great apps you can make use of, such as Zoom, Microsoft Teams and Facebook Live. With the internet at our disposal, the possibilities are endless and you can continue to raise funds for the Hospice in creative and fun ways!

### How to prepare for a safer event

If you are hosting an event within your community, here are a few ways that you can prepare for event safety:

- Make sure you communicate the steps you will be taking at the event to make it COVID-safe to your attendees. This could include wearing masks, social distancing and washing and sanitising everyone's hands etc.
- Keep your attendees up to date and let them know that your event is still on. If it gets postponed or cancelled, inform them as soon as possible.
- Get prepared, have alternative ideas and postponement or cancellations notices ready so you can update attendees quickly if things do change.
- Remind attendees that they MUST stay at home if they feel unwell, have a cough or fever, or have had a recent positive COVID-19 test.

### How to keep it safe at your event

Ensure guests feel safe and comfortable by doing everything you can to reduce the risk of transferring illnesses, for example:

- Ask anyone who is feeling unwell to self-isolate.
- Try to avoid handling money directly. Open a JustGiving Page and you can display your own unique QR code at your event. When scanned, supporters will be taken straight to your fundraising page where they can donate via their phones. If you can't avoid handling cash, please make sure you wash/sanitise your hands after each transaction.
- Ask attendees not to shake hands or hug and make sure they keep a distance of at least six feet (two metres) at all times. Keep up to date with government guideline as this can change at any time.
- Encourage attendees to wash their hands often and for 20 seconds and make sure you have facilities available for them to be able to do this. Encourage the use of hand sanitiser at every opportunity. Remember: it is your responsibility to make sure it is freely available and make sure it doesn't run out!
- If possible, move your event outside or online. If this can't be done, make sure your room is very well ventilated and has enough space to allow for social distancing.

### How to move your event online

It's easier than you think to move your event online! Just follow these simple steps:

- To host an event online, you will need to choose which platform will work for you. There are lots of different types of apps you can use to stream or record your event, including YouTube, Zoom, Facebook Live, Twitch and Instagram Live. You can sell your tickets as well as stream your event on Eventbrite, but please note that there is a charge for this service.

- Don't forget to set up a JustGiving page. Once you are all setup, get sharing as people who do not want to attend your event may still want to support you by making a donation.
- Think of your idea, set a date and time and use social media, apps and your email contacts to invite everyone you know and always remember to share your JustGiving link.

### How to postpone your event

If you have decided that your event cannot go ahead on the organised date:

- Make sure you have an alternative date, time, and if needed, venue ready. Ensure your attendees are informed first, before putting the information on social media.
- You will need to offer to transfer any tickets sold for the previous event to the new one and confirm this by sending all the new details to the attendees as soon as possible.
- You will also need to offer refunds, as your new event date or location may not be suitable for everyone. Please make sure that before you start using a fundraising/events platform you are aware of the refund policy and that you are confident that a full refund will be available to your supporters if required. This agreement would be between the platform providers and yourself. If the payment comes directly to LOROS via JustGiving or Facebook, please speak to the LOROS Fundraising Team and they will be able to organise refunds for you.

### We are only an email away!

If you need any advice or if you have any questions about your event, please get in touch with us at [fundraising@loros.co.uk](mailto:fundraising@loros.co.uk) - we would love to hear from you.

**We wish you all the best with your fundraising and are very grateful for all your support!**

many thanks  
The LOROS Fundraising Team

# Safety guidance

## for your event COVID-19

**LOROS**

Hospice Care for Leicester, Leicestershire & Rutland

Being there for you  
and your family