

ORGANISING YOUR EVENT

Get your flour and eggs at the ready and make a difference for LOROS.

Pick your date and location

First step you'll take is to decide on the best day and time for your Cake Sale/ Coffee morning. Midweek or Saturday mornings are generally the best option as most people have more free time then. Think about where you are going to hold this. Perhaps it's at home, at a local community centre, library, 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. Don't forget to mention us by tagging @LOROSHospice. It's a great free way to spread the word. If your fundraising is in the local community or at a workplace, don't forget to use the poster in the toolkit and let everyone know it's happening.

Planning your fundraiser

If your event involves food preparation, please be aware of hygiene regulations. Visit food.gov.uk for more information and guidance on hygiene and food safety. Please remember to think about the premises of your food preparation, labelling food to inform those with an allergy or intolerance to certain foods and how food is handled, packaged and stored.

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 and if others are being asked to bring donations or if you need to cover the costs yourself. If this is the case, you may want to charge for entrance and include a drink and a cake or supporters can buy what they wish, if you think this would suit your audience. 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

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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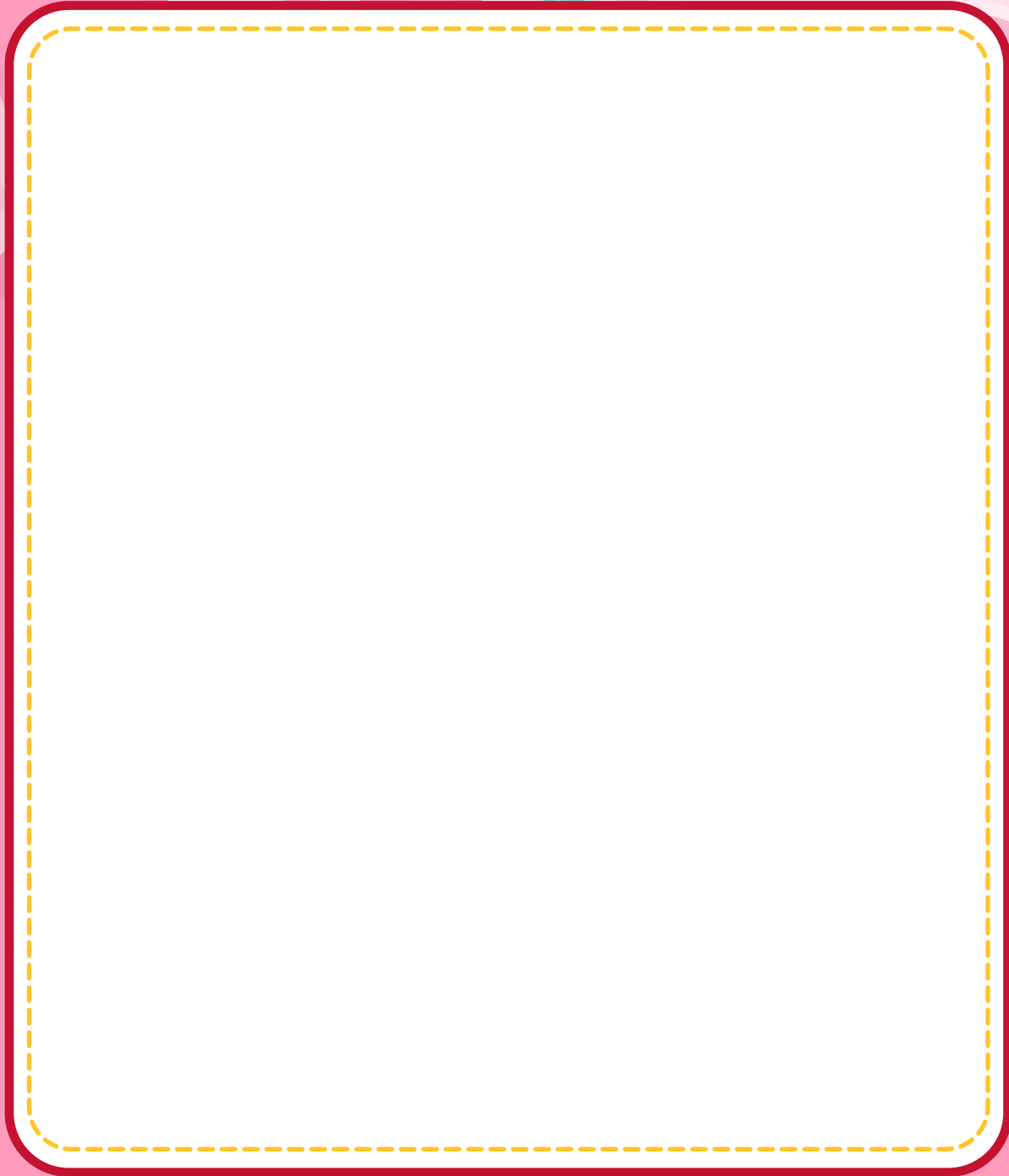
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**EVENT
IN SUPPORT
OF LOROS HOSPICE**

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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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