

**BE A  
SHINING  
STAR  
FOR LOROS**

## **ORGANISING YOUR EVENT**

Thank you for planning your event and making a difference to terminally ill patients this Christmas.

### **Pick your date**

You can hold your event any time before 24th December. The possibilities are endless, why not get ready for a show stopper with your festive baking, be the quiz master in red sequins, get running with a possie of elves or keep it classy with some Christmas crafts.

### **Send your invites**

Think about sending out invites around three or four weeks in advance. You could send out invitation cards – everyone loves receiving handwritten post! Or, for an easy way to keep track of your guest list, why not set up your own Facebook event?

If your fundraising is at work or in your local community, don't forget to put up the poster in this toolkit on your notice board, letting everyone know the date and time of your event.

### **Plan your fundraising**

If your event involves the preparation of food, please be aware of hygiene regulations. Visit [food.gov.uk](http://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 and packaged etc.

Decorate your room with our downloadable bunting to add that finishing touch!

Why not have fun with the selfie props and post your pics to Social media mentioning **#ShineforLOROS @LOROSHospice**

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**LOROS**

Hospice Care for Leicester, Leicestershire & Rutland

**[loros.co.uk/christmas](http://loros.co.uk/christmas)**

Registered Charity No: 506120

Being there for *you*  
and *your family*