

Your Purple Party Pack



Wear it purple!



Bake it purple!



Make it purple!

14th-19th October 2019

www.nottshospice.org/party



nottinghamshire hospice
adding life to days

Get the party started!

What is Purple Party Week?

There's a week long party happening across Nottinghamshire from 14th to 19th October – and you're invited!

Join our big Purple Party and paint the town purple to help our patients by hosting your own purple party or fundraising activity of choice, whether you're at home, in the office or out in the community.

Purple Party is your big opportunity to celebrate Nottinghamshire Hospice's amazing work in your local community and contribute to our care.

A week for a week! We're aiming to raise £23k during the week which will fund one week of Hospice at Home care.



► What do you want to do?

There are so many fun things that you can do to raise money, from individual fundraising events such as a sponsored silence, or group activities like organising a sports match.

We recommend using any skills you might already have - if you have a flair for baking then why not arrange a bake sale?



A few fundraiser ideas...

- Afternoon tea or dinner party
- Pub quiz or games night
- Community fete
- Street party
- Purple party night in
- Purple-themed afternoon tea
- Purple fancy dress day
- Purple knitting night
- Purple bake off
- Purple dress up/dress down day
- Purple clothes swap

Planning your party

- ▶ **Set a date and location** – maybe it's your local pub's function room, or maybe it's your own garden! Try to find a free (or cheap) venue that's the right size for your event.
- ▶ **Do the numbers** – could you ask a local business to sponsor your event, or donate prizes for a raffle?
- ▶ **Plan your time** – what needs to be done and when? Now's a good time to recruit friends to help out!
- ▶ **Bring it to life** - try your hand at creating a poster, or get in touch if you'd like us to send you an easy-to-use template.
- ▶ **Tell the world** - set up a Facebook event, shout about it on Twitter, email your colleagues... and ask family and friends to spread the word to their contacts too! Please tag us in any posts and use the hashtag **#purplenotts**

We're here to help!

Whether it's collection buckets, branded materials, or just a little bit of advice, we're all ears. Simply call us on **0115 910 1008**, or email **fundraising@nottshospice.org**

The safety bit

Here are some tips to keep your event safe and legal.

- **Charity statement** – all of your publicity materials should state 'In aid of Nottinghamshire Hospice' and include 'Registered charity number 509759'. You're welcome to use our logo, but please send your artwork to us first if you do.
- **First Aid** – ensure that you have adequate cover for the scale of your event.
- **Food** – contact your local council for food hygiene regulations at events. Check with your local authority if in doubt.
- **Collections** – if you plan to collect in the street, you'll need a permit from your local council.
- **Licences** – check with your local council whether or not you'll need to obtain any special licences, e.g. public entertainment, street collections or sale of alcohol.
- **Insurance** – all venues should hold a certificate of public liability insurance, which should be available on request. Please note that you will not be covered under the Nottinghamshire Hospice Public Liability Insurance.
- **Risk assessments** – you should identify any hazards and evaluate any risks at your event that you may need to deal with. Let us know if you need a template for that.
- **Raffles and lotteries** – check the latest information and advice at www.gamblingcommission.gov.uk
- **Handling money** – ensure there are always two people present when counting money and moving it from place to place. Consider how you'll collect money and keep it safe before banking it or handing it in.
- **Photo consent** – if you want to use photos of your event for publicity, then you'll need permissions from people for any photos used. You'll also need to get permission from parents



That's a wrap!

Now you can relax, you've done the hard bit... sit back and be proud of what you've achieved! It's now time to get your money to us and celebrate your successful event. Remember to post photos on social media and tell the world how your event went and how much money was raised.



Paying it in

A few easy options for banking your cash:

- **By cheque** – please make your cheque payable to Nottinghamshire Hospice and send to: Nottinghamshire Hospice, 384 Woodborough Road, Nottingham NG3 4JF
- **By credit/debit card** – call us on 0115 910 1008 ext. 295, we'll be happy to help.
- **In person** – come in and see us at the hospice on Woodborough Road, or drop in at one of our shops - find your nearest one at: www.nottshospice.org/shops

Top tip

Don't forget to say thank you to the people who attended and/or supported your event!

Nottinghamshire Hospice adds life to days for those with life-limiting illnesses and assists their families and carers whenever they need us.

Our services are free to all who need them but this means that we need to raise **£2.7 million** every year to keep them up and running.

To find out more about what we do thanks to the generous support of people like you, please visit us online or give us a call:

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 www.nottshospice.org

 0115 910 1008

How your money will help...

£45 could pay for a physiotherapy session that will help sustain a patient's independence for as long as possible.

£100 could pay for an art therapist to work with patients and carers at a Wellbeing Day, exploring emotions, reminiscing and capturing lovely memories to share with friends and families.

£170 could pay for a day's individually tailored care to a patient in our Day Therapy Centre.

£306 could pay for overnight care to a patient in their own home, giving family members a much needed rest.