

Put the kettle on...

Make a brew, make a difference!

Fundraising event pack



Let's get started!

What?

Will your event have a theme?
Perhaps try Bake Off, Mad Hatter's tea party, vintage or something linked to the time of year?

Where?

You could host the event in your own home or at a local venue, such as a community centre or church hall. Book early and make sure the venue is suitable for your event - consider size, disabled access, toilets and parking/transport. Don't forget to decorate! You can print off bunting and cake tags from our website and we can provide balloons. You might also want tablecloths, flowers and other things to fit with your theme.

Why?

If you have a personal reason for fundraising for us, let people know. This connection can be really inspiring and might prompt more people to support you with your event.

Who?

Will you invite your friends, family, colleagues and/or your local community?

When?

Check the date! Make sure it doesn't clash with any other local events or national days, such as Mother's Day.

How much?

Set yourself a target. It's much easier to raise money once you have a target in sight. Set yourself a budget for the event too - this will help when it comes to working out how much you've raised.

Fundraising hints and tips

Social media

By using social media sites, you can reach a large audience with the touch of a button and gain the support of more people. Follow our top tips to make the most of what you post:

- Tell people what you are doing and why - keep them updated on how planning is going and on how the event goes.
- Use photos and videos to share your experience - whether it's baking a cake or cutting out bunting!
- Say thank you to everyone who has supported you.

We would love to hear from you too! Let us know what you're up to by tagging us in posts on Facebook (@Prospect Hospice Official Page / Marlborough Community), Twitter and Instagram (@prospecthospice).

Fundraise together

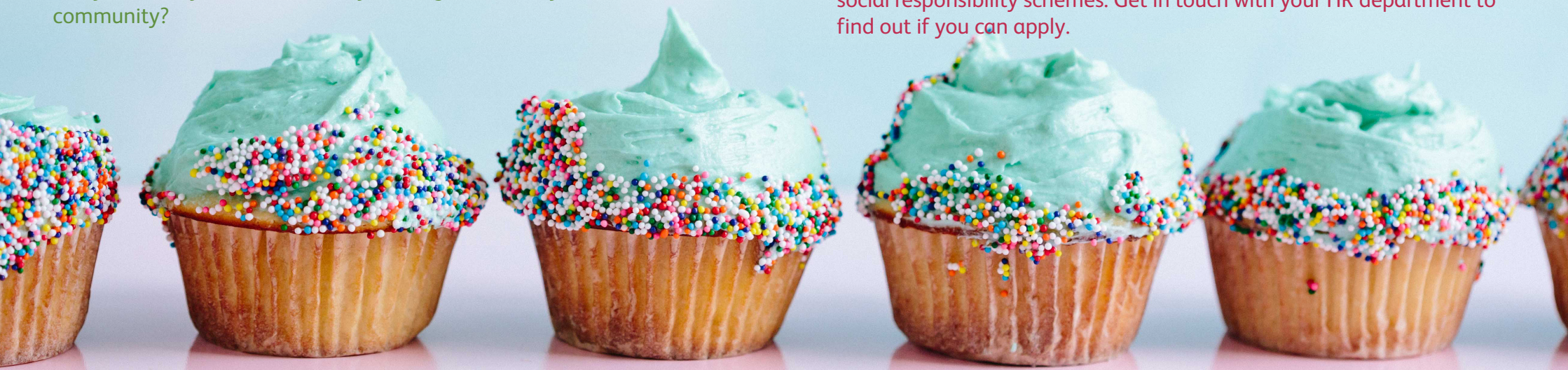
Fundraising is easier when you work as a team! Recruit some friends or family members to help you. You'll be surprised with the ideas you come up with and how much fun you'll have!

Get the word out!

Tell everyone! Download invitations from our website, ask friends to spread the word and get talking to anyone you meet! Don't forget to say thank you to everyone and let them know how you got on.

How can your employer help?

A lot of businesses now offer match funding as part of their corporate social responsibility schemes. Get in touch with your HR department to find out if you can apply.



How we can support you

We're here to help! We can support you in lots of different ways. Can't see what you need? Give us a call on 01793 816161 or email fundraisingandevents@prospect-hospice.net.

Posters

Download the template poster to advertise your event and to aid your fundraising. If you're going to make your own, please check with us so that we can ensure it complies with Charity Law.

Press releases

We can help to promote your event with a press release for local papers. Please let us know if you'd like one, or if you're going to contact the press yourself.

Banners

We can provide banners so that you can let everyone know you're supporting us.

Information leaflets

Let people know more about the work we do by displaying some of our leaflets.

Logo

We can provide our logo for you to use when promoting your event. Please make sure you include our charity number (280093) on any promotional materials to comply with Charity Law.

Collection buckets

We can provide as many as you need! To comply with Charity Law, you'll receive these sealed and will need to return them still sealed. We know it can be very tempting to open them to count the money - but don't worry, we can do this and let you know the final amount.

Balloons

Create a party atmosphere with plenty of balloons! These are green and feature our logo, so that you can really shout about who you're supporting.

Stay legal, stay safe.

As a fundraiser, it's your responsibility to ensure you stay on the right side of the law! Some methods of fundraising have strict rules, and you will need to bear these in mind when you're organising an event.

Children

If children might be at your event, you must consider their safety. Encourage parents/guardians to attend and do not take pictures without their permission. Don't let children enter competitions where prizes include alcohol.

Selling food and alcohol

You will need a licence to sell alcohol - you can obtain this from your local council. You may also need a licence to sell food in a public place, you will not need a license if you're offering food in return for a donation. Please contact us to find out more.

Letter of authority

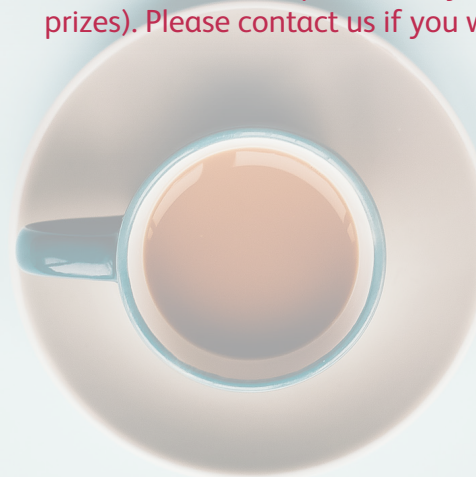
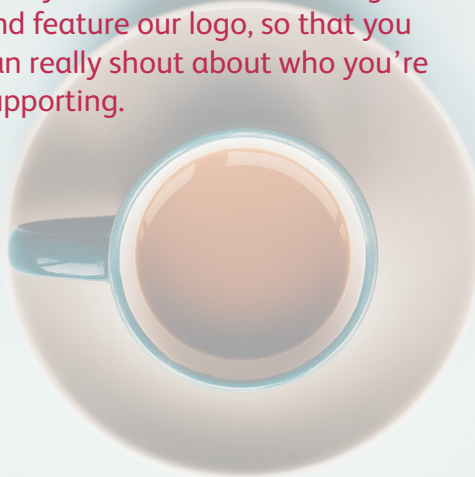
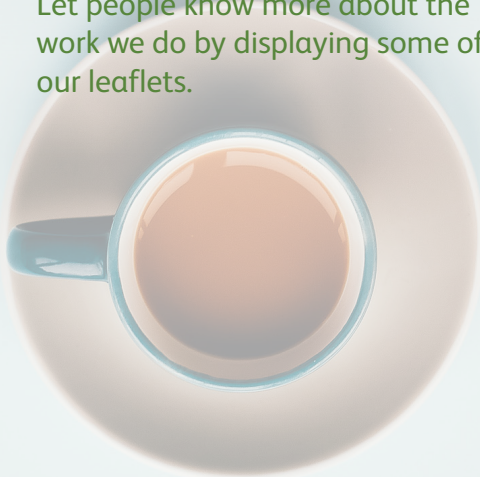
You can use this to prove that you are fundraising for us (e.g for raffle prizes). Please contact us if you would like one.

Raffles and lotteries

The raffle should be held in one venue and drawn on the same day that the tickets are sold. Tickets should not exceed £2. You'll need a licence if you spend more than £100 on the costs of managing the raffle and if you spend more than £500 on prizes. Lottery laws cover any event which is purely down to luck or chance.

Live music

You'll need to contact your local council for a PRS license if you're having live music at a public event. Check with your venue - they may already have one.



Recipes

Whether you're a beginner baker or a cake connoisseur, these simple and easy recipes will help make your event that little bit sweeter.

Baking tips

1. Make sure your ingredients are at room temperature - when it comes to combining the ingredients, they will mix together more effectively.
2. Weigh the ingredients carefully to minimise error.
3. Take the recipe as a guide and feel free to improvise! Want to add raisins instead of chocolate chips? Go for it!
4. Don't rush. Make sure you leave enough time to finish baking - you don't want to have to cut the cooking time short. Get some friends round and make it a fun occasion!
5. Rotate the baking tray halfway through cooking. Most ovens have a hot spot, so this will ensure all of your bakes are cooked evenly.
6. Ingredients can be expensive - it's cheaper to bake things like cookies and muffins, rather than large cakes.

Simple cup cakes

Ingredients

110g butter, softened
110g caster sugar
110g plain flour
2 tsp baking powder
1/4 tsp salt
2 medium eggs
1 tsp vanilla extract

Method

1. Preheat the oven to 180C / 350F / gas mark 4.
2. Line a muffin tin with paper cases.
3. Put the butter and sugar in a bowl and beat until pale and fluffy.
4. Sift the flour, baking powder and salt into the bowl.

5. Beat the eggs and vanilla and add to the bowl. Beat until just combined.
6. Spoon the mixture into the paper cases.
7. Bake for 18 to 20 minutes until risen, golden and firm to the touch.
8. Cool in the tin for 10 minutes, then transfer to a wire rack to cool completely.

Easy cookies

Ingredients

225g butter, softened
110g caster sugar
275g plain flour
Optional extras - 1 tsp of spices (cinnamon, mixed spice, ginger, etc) or 75g chocolate chips

Method

1. Preheat the oven to 170C / 375F / gas mark 3.
2. Cream the butter in a large bowl or in a food mixer until it is soft.
3. Add the sugar and beat until the mixture is light and fluffy.
4. Sift the flour into the mixture and add the optional ingredients if you wish.
5. Bring the mixture together in a figure of eight until it forms a dough.
6. Using your hands, make walnut sized balls and place them slightly apart from each other on a tray (you don't need to grease or line the tray).
7. Flatten the balls with the back of a fork and bake them in the oven for around 15 minutes until they are golden brown and slightly firm on top.
8. Place the cookies onto a cooling rack and leave them to cool for 15 minutes.

Want to make your bakes more Prospect themed?

Try adding green food colouring to the mix! You could top your muffins with green icing and sprinkles, or use green smarties in the cookie mix, instead of chocolate chips.



CLARENCE HOUSE
LONDON SW1A 1BA

Plum Cake Recipe

Kindly supplied by HRH The Duchess of Cornwall

Cake Ingredients (Serves 8):

9inch Spring Form cake tin, lined
175g (6oz) Golden Caster Sugar
75ml (3 fl oz) Milk
125g (4oz) Self-Raising Flour
125g (4oz) Plain Flour
95g (3½oz) Ground Almonds
540g (1lb 3oz) Plums, quartered and stoned
2 Large Eggs, at room temperature
185g (6½oz) Unsalted Butter, softened

Topping Ingredients:

1 Large Egg, beaten
50g (2oz) Unsalted Butter
1 Teaspoon Ground Cinnamon
75g (3oz) Golden Caster Sugar

Method

Pre-heat oven to 180°C / 350°F / Gas Mark 4.

For the cake mix, cream the butter and sugar together until the mixture is light and fluffy. Beat in the eggs one at a time before adding the milk.

Fold in the Plain and Self-Raising flour, and add a pinch of salt.

Spoon the mixture into the lined cake tin, sprinkle the ground almonds over the mix and arrange the plums on top.

To make the topping, melt the butter in a pan and stir in the sugar and cinnamon. Remove from heat and allow to cool slightly before stirring in the egg.

Spoon topping over the plums and bake for 1hr 20 minutes on the middle shelf.

Check that it is cooked by using a skewer in the centre of the cake. If the skewer comes out clean, it is cooked.

Leave to cool for 20 minutes before removing from tin.

The Duchess of Cornwall's Plum Cake Recipe

Your event planner

Here's a chart to help you organise your event. Put it up on your wall and get planning! Get in touch if you have any questions.

Where will it take place?

- Check out local venues
- Make a shortlist
- Confirm date and capacity

Useful phone numbers:

Remember to invite:

Who's going to come?

- Tell your friends on Facebook and Twitter
- Create promotional materials
- Get some coverage in the local press
- Send invitations to everyone you know and local important people (such as the mayor)

Money-raising ideas:

How will you boost your funds?

- Create an online donation page
- Organise a raffle or tombola
- Hold a collection on the day
- Incorporate a bring & buy sale

What do you need?

- Download the promotional materials from our website
- Get in touch with us so we can promote your event too
- Contact local businesses to organise raffle prizes and refreshments

Don't forget:

Last minute things:

What happens afterwards?

- Thank everyone who helped
- Pay in the money you've raised and let us know how everything went

How did it go?

We'd love to hear about your event and how it went. If you'd like to help inspire others, please consider the questions below and get in touch with the team on fundraisingandevents@prospect-hospice.net.

What made you choose this event?

How did you find planning the event?

How did the event go?

What advice would you give to someone who is thinking of putting on a similar event?

How to return the funds

Funds raised can be returned to us in any of the ways below. If you're handling large amounts of cash, make sure you stay safe - we would always advise having someone else with you.

In person

Drop in to the hospice or one of our Prospect shops.

online

Visit www.prospect-hospice.net and click on the donate button. Please include your name and 'make a brew' in the reason for donation box. If you've set up an online donation page the funds will come directly to us.

By phone

Call the Fundraising Team on 01793 816161 and make a payment by card.

Direct to the bank

Please let us know if you're going to pay by bank transfer. You can make a transfer using the following details:

- Name: HSBC
- Branch: Swindon Old Town
- Sort Code: 40-43-35
- Account Number: 31164015
- Account Name: Prospect Hospice Ltd.

By post

Send a cheque (made payable to Prospect Hospice) in the post to Prospect Hospice, Moormead Road, Wroughton, SN4 9BY.