

Fire up the BBQ....

Chill 'n' Grill, make a difference!

Fundraising event pack



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Visit www.prospect-hospice.net

Registered Charity Number 280093



Registered with
FUNDRAISING
REGULATOR

Let's get started!

What?

Will your event have a theme? Perhaps Caribbean, Beach, Vegan friendly, a big 'summer bash' or something linked to the time of

Where?

You could host the event in your own home or at a local venue, such as Lydiard Park or Savernake Forest. 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! 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?

You could plan to host your Chill 'N' Grill on one of the country's big sporting days of the year or just pick a day when the sun is predicted to come out to play!

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.

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

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)

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 (@Prospecthospice Official Page), 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!

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.

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 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.

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.

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.

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.





Those who enjoy the food made at Prospect Hospice will know it is made by our brilliant catering team. What may not be apparent is that most of the ingredients are sourced in a very affordable fashion, from a charity that is having a positive impact on our environment. Our catering services manager Rob uses a charity called FareShare for the majority of his shopping. FareShare save good food from going to waste and redistribute it to frontline charities,

We are very grateful to Rob for having shared with us his BBQ burger recipe for you to enjoy.



Rob's BBQ burger

Ingredients

Roughly makes 6-8 burgers

800g mince beef

200g pork mince

2 tbsp smokey bbq sauce

1 tbsp course grain mustard

1tsp dried oregano or a bunch of fresh

1 fine diced red onion

½ tsp cracked black pepper

Method

Mix ingredients all together thoroughly.

Shape in to desired size.

Add a sprinkle of salt before bbq cooking for a flamed grilled taste.

For a little something different try fine dicing smoked apple wood cheese or fine diced chorizio or sautéed chestnut mushroom for that little added extra.

Add in to the mix before shaping.

Enjoy!

Recipes

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

Asian Slaw

Ingredients

1 Small red cabbage chopped finely
2/3 Large carrots grated
3/4 Spring onions chopped finely
Large bunch of coriander chopped roughly
Juice of 1 lime
A splash of soy sauce
Good squeeze of chilli sauce

Method

Mix all ingredients together in a large bowl and it's ready to serve!

BBQ Sauce

Ingredients

1 tablespoon olive oil
1 onion, finely chopped
400g can chopped tomatoes
3 garlic cloves, finely chopped
85g brown sugar
3 tbsp malt vinegar
2 tbsp Worcestershire sauce
1 tbsp tomato purée

Method

Heat oil in a saucepan and add the onion. Cook over a gentle heat 4-5 minutes, until softened. Add the remaining ingredients, season and mix. Bring to the boil, then reduce heat and simmer for 20-30 minutes, until thickened. For a smooth sauce, simply whizz the mixture in a food processor or with a hand blender for a few seconds,

Vegan Worcestershire Sauce

Ingredients

½ cup of cider vinegar
2 tablespoons of Braggs liquid aminos, amino acid (or soy sauce)
2 teaspoons water
1 teaspoon dry sweetener
¼ teaspoon ground ginger
¼ teaspoon mustard powder
¼ teaspoon onion powder
¼ teaspoon garlic powder
1/8 teaspoon cinnamon
1/8 teaspoon black pepper

Method

In a small saucepan, combine all of the ingredients over a medium high heat, whisking briskly. Bring to a boil, reduce heat, and simmer for 1 minute, stirring constantly. Set aside to cool. Store in the refrigerator in a clean container with a tight fitting lid. Makes about 3/4 cup. Enjoy!

Barbecue Safety Advice

A barbecue should be a safe and enjoyable experience but it's all too easy to be distracted when you have friends and family around you whilst cooking. To avoid injuries or damage to property, follow these simple precautions:

General Safety

- Make sure your barbecue is in good working order
- Ensure the barbecue is on a flat site, well away from a shed, trees or shrubs
- Keep children, garden games and pets well away from the cooking area
- Never leave the barbecue unattended
- Keep a bucket of water or sand nearby for emergencies
- Ensure the barbecue is cool before attempting to move it.

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

Everyone loves a BBQ, including the little people! 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 and keep them away from anything unsafe.

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.



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.

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.

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, Moorhead Road, Wroughton, SN4 9BY.

Prospect Hospice

President HRH The Duchess of Cornwall

Address Moormead Road Wroughton Swindon SN4 9BY

Tel 01793 813355

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Visit www.prospect-hospice.net