

# HANDY HINTS

## Things to think about before giving out your invitations!

### *Who will you invite?*

A few select friends? Your church congregation? Toddler group mums? Work colleagues?

### *When and where will your event be held?*

Numbers will dictate your decision but a home is cosy and informal, however if you are using the event as an outreach, a larger facility may be more appropriate.

*Keep it simple;* coffee, tea, soft drinks, quality biscuits always go down well and save extra pressure, time and money. Offer an option of spiced coffee to make things festive!

If you have a large public venue then you might want to *feature in your local press* 'What's On' guide, place a poster in schools, doctors surgery, library or on a public notice board. Never consider these options if you are using your own home.

*Give out personal invitations* where possible and suggest people bring a friend – word of mouth always works well

and people feel safe when they are with a friend.

*What can you get free?* It might be that your local supermarket will donate the coffee or alternatively make a charitable donation.

*Enlist the help of a friend.* It always helps when you host an event to have 'someone in the wings' willing to serve or wash-up.

If you are showing a DVD, *get someone reliable* to be responsible for setting up and working the technical equipment.

*Make your event different;* get people to dress a certain way, decorate to fit a theme, or incorporate it into your Christmas party!

## On The Day

Set up the room, refreshments and equipment before everyone arrives.

Keep refreshments simple. Offer top-ups – people think they are getting a good deal!

Display information about Caring For Life.

If you are a craft person you may consider including a sales table; marmalade, jam, cards, cakes etc.

Put out a donation box/basket or give each person a donation envelope – *make giving easy!*

## Finally

These are just a few ideas to start you off... it may well be that you are much more proficient at fundraising and you have other suggestions. If so, do let us know.

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