

PSP/

JUBILEE PARTY PACK



**FUNDRAISING STARTS
HERE**

WELCOME TO

#TEAMPSPA

Thank you for helping us to raise funds and awareness for PSPA.

A Tea Party or Bake Sale is a wonderful way to start your fundraising journey, and this Tea Party Pack includes everything that you need to get started with your own event.

We have included 'DIY' Bunting, Recipe Cards, Cake Toppers, Balloons, Flags, Cake Labels, Poster and Invitations. If you do find you need any additional items, or would like any fundraising tips, you can contact your **#TeamPSPA** fundraising team on 01327 322 417 or email fundraising@pspassociation.org.uk

We rely entirely on voluntary donations, and truly appreciate your support. The money that you raise will help us to continue to support those affected by PSP & CBD, as well as funding vital research.

Thank you for joining us in the fight against PSP & CBD.

GOOD LUCK!

#TeamPSPA Fundraising Team



@PSPAssociation



PSP Association



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WEBSITE: www.pspassociation.org.uk

Registered Charity Numbers: England and Wales 1037087 / Scotland: SCO41199

RECIPE FOR EVENT SUCCESS

STEP 1: CHOOSE THE VENUE

- Have you set up somewhere where people can find you easily? Is there access for wheelchairs, so that all of **#TeamPSPA** can take part?
- Are you able to host your event in a venue that already has a large audience of people? For example, at your children's school or your place of work.
- If you are hiring a venue, will they offer you the space for free or at a discounted rate for charities, so that you can increase your donations?

STEP 2: CHOOSE THE DATE AND TIME

- Think about times that more people are likely to be around. For example, if you are hosting at work, would a weekday lunchtime work best? Have you considered which days most people are in the office? If you are hosting at a school, would it be best to start selling when the last bell of the day rings, so you can catch all the parents in the playground?



STEP 3: ASK FOR HELP

Fundraising is always more fun when friends and family get involved. Team up with as many people as you can to lighten the load, and spread the fun.



STEP 4: CAUSE A STIR

- Tell everyone you know about your event; through social media, and using the handy invitations included.
- Complete the Tea Party poster (available on our website) with all the details, and put them up for all to see.
- Don't forget to let us know, and tag us in your social media posts, so we can share your fundraising efforts too!
- Check to see if the venue that you are using has their own newsletter or social media sites, and see if you can advertise using these.

STEP 5: TAKE AWAY

- Have containers, napkins or food bags available, in case anybody wants to take cakes away.

RAISE THE DOUGH!

Ideas of how to use your Tea Party Pack:

HOLD A BAKE SALE:

- Set up a table full of delicious goodies and charge per bake. Perhaps you could encourage more sales with special offers, or add an option of tea & coffee to go with their delicious treats.
- Ask friends & family to supply some of the treats; that way there is a wider variety of tasty delights.

HAVE A BAKE OFF:

- Charge per cake entry, and then rate the best. Have several categories, to encourage more entrants.
- Could you get a prize donated from a local business, to make everybody want to join in the fun?
- Think about who could judge the cakes. Will you have a panel, or an individual? Do you know anyone within the community that would help to increase participation if they were involved?

MAKE IT A SOCIAL EVENT:

- Use your Tea Party Pack to create a social gathering for all your friends. Invite everyone for tea and cakes, and charge per entry.
- Perhaps you could sell friends your secret recipes, or teach them how to make it, for additional donations.
- Introduce some games to increase the fun. You can download our 'place the PSPA cake topper' on the cake' poster. Perhaps you can hold a quiz or play bingo whilst everybody is enjoying the homemade treats.





IT'S NOT JUST ABOUT THE FOOD:

- Some **#TeamPSPA** hosts have held book, craft, jewellery or bric-a-brac stalls alongside their Tea Party.
- Boost donations by adding a raffle or tombola. See if local businesses or friends can donate some fabulous prizes.
- Have our donation envelopes available, in case anybody wants to offer additional donations.

REMEMBER THE THANK YOU:

- After the event, let everybody know how much they have helped you to raise for PSPA. This can be with a text message or email. Alternatively, we can send you a thank you letter for you to display for all to see.

DON'T FORGET

As with all things, there are rules and regulations relating to fundraising and adherence to these guidelines should make for a safe and legal event.

Raffle: You will need a special license if you draw the winners on a different day from when tickets were sold.

Events: Your event might need insurance. Check with your venue first – their cover could include your event. If not, get in touch with us to see if we can help.

Health and Safety: Covers all aspects of your event and look out for potential dangers and what can be done to minimise the risk. Make sure you have checked you adhere to the relevant hygiene regulations and have a license to serve alcohol.

We recommend you take a few minutes to visit the Food Standards Agency website at www.food.gov.uk for practical advice. Also, provide a list of ingredients for each of the bakes for people with allergies. You can use the cake tags available in this pack.

PAYING IN

One of the best parts of any fundraiser is counting the cash and declaring the grand total.

WAYS TO PAY:

- By calling **01327 322 417** and paying over the phone using a credit or debit card
- By sending a cheque (made out to PSPA) using the included donation envelope, and returning to Margaret Powell House, 415a Midsummer Boulevard, Milton Keynes, MK9 3BN.
- By bank transfer. Call **01327 322 417** for our bank details.
- If you have set up an online fundraising page (i.e. Just Giving, Much Loved or Virgin money Giving) this will come through to us automatically.
- If you are planning on holding several fundraising events, contact us about setting up a strikeback fund. This will give you online access to view fundraising totals, and allow others to donate online.

Remember to leave your name as reference when paying in funds, so that we know that it is from you.

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MAKE YOUR MONEY GO FURTHER

Did you know that money donated by UK tax payers is eligible for Gift Aid? This means that PSPA will get an additional 25p from the government for every £1 given. This really makes a big difference, so please make sure your UK tax-paying donors fill in their details on a Gift Aid Form or Donation Envelope. They must tick the options for Gift Aid, and include their full name and home address (including postcode).

We will claim Gift Aid where applicable.

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