



10 TOP TIPS FOR ORGANISING YOUR GARDEN PARTY!

1 Set a date!

Think about a date for your event that doesn't clash with any major sporting or cultural activities. You want the focus to be purely on your special day.

2 Contact local cafés/shops or businesses to see if they would pop up a poster for you to help promote your event!

- They might like to grow a pot of blooms for you to display on the day too with a special message attached?
- Ask if they might also donate some pastries or cakes or bake something special for your guests. This is a great way to engage them with your event plans and develop contacts for the future!
- A poster template is included in this pack.

3 Contact local schools or colleges to see if students would offer any support with gardening or help you advertise your event on social media.

- Students along with residents could help make your gardens sparkle with blooms and also tidy up any areas that are weary after winter.
- And young people are brilliant with social media!

4 Contact your local radio stations and newspapers to advertise your event.

They are usually happy to help promote charity events. A press release template and guidelines for you to help engage with the media are in this pack.

5 Thinking of fundraising?

If so, it might be good to include fun activities and competitions like 'guess the weight of the cake' or host a bake off and have guests vote for their favourite.

6 Take advantage of social media accounts!

- Social media is a great way to promote an event so if you have Facebook or other social media accounts, or know someone who has and is willing to help you – ask them to send out details of your event.
- If you take lots of lovely photos during your day, these can be posted on social media too.
- Ask anyone who is using social media to 'tag' The Almshouse Association so we can say thank you and also let our network know what you are planning and how lovely your day has been!

7 #SupportAlmshouses

This is our special 75th anniversary hashtag that we will be using on our social media. We would be delighted if you could use it when promoting your event and posting photos online!

8 If you can't have your own party - maybe you could ask your local community to hold an event for you on your behalf?

- You could join forces with a local business or school and have a party in their grounds so you still enjoy a lovely day in the sunshine.
- If you are unable to attend, ask them to send you photos so we can all share in their day.

9 Remember the weather!

Be prepared!

10 The most important Top Tip is to enjoy your day!



DETAILS TO REMEMBER WHEN ORGANISING OR ATTENDING AN EVENT

Volunteers

- Volunteers will need to be made aware of your health and safety rules and procedures
- Ensure you have identified the key criteria for having external members of the public on site and complete any necessary paperwork
- Contact your local council and/or your local Volunteering Centre and review guidelines on websites such as www.gov.uk/guidance/how-to-manage-your-charitys-volunteers

Check out the Food Standards Agency website

- There is lots of advice on here about food standards and hygiene
 - Don't forget that allergens have to be listed on any food and beverages you may be serving
- www.food.gov.uk

If considering fundraising

Please check out your legal responsibilities on websites such as

www.gov.uk/guidance/fundraising-legally-and-responsibly

Photography

- Ensure you ask permission from the people you are photographing or videoing at your event before using any photos or videos of them in any promotional activity
- You will find a Consent and Release form example in this pack

Public Events

- If you have a stand at a public event, speak to your local council about the need for a licence
- Check out the following website for a can do guide

www.gov.uk/government/publications/can-do-guide-for-organisers

Risk Assessments

- Ensure you complete a risk assessment for your own event or if you are attending an external venue
- We enclose a risk assessment template in this pack

Don't forget your public liability insurance

Make sure its up-to-date!

#SupportAlmshouses

If you need any advice or support, please contact our office.

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