



## Your Ladies Who Lunch Guide

Thank you for hosting your own Ladies Who Lunch for East Lancashire Hospice.

Whether it's a get together with friends, work colleagues or family, we hope you enjoy yourself whilst making a difference to patient care.

When organising your Ladies Who Lunch, please abide by the COVID19 Government guidelines, these can be found via the

Government website— [www.gov.uk/guidance/national-lockdown-stay-at-home](https://www.gov.uk/guidance/national-lockdown-stay-at-home)

Have a fantastic time at your event and if you need any help or advice, please get in touch with fundraising (01254) 287011 or email [info@eastlancshospice.org.uk](mailto:info@eastlancshospice.org.uk)



## **Planning your Ladies Who Lunch**

### **When is your event?**

Make sure you have the date of your event set in place before you invite your guests. Maybe you could relate it to something significant, perhaps a birthday, anniversary or even link it in with The Great British Bake Off. Themed events are always so much fun, why not put a twist on your Ladies Who Lunch.

### **The Venue**

Where you host your Ladies Who Lunch is up to you. Somewhere low key, at home, in the garden or maybe your local community centre. The venue is an important part of planning.

### **The Guest List**

Once the date and the venue are ticked off your check list, making the guest list is next. It is important your guests know

in advance when your Ladies Who Lunch event will take place to ensure they can clear their diary. This is one event they will not want to miss. How to invite them is up to you, social media is a great idea creating an event page updating them throughout your planning, or maybe a quick phone call. We have some great social media images for you to download on the Ladies Who Lunch web page.

### **Fundraising**

The idea of your Ladies Who Lunch event is to invite your friends for a gossip over a cuppa or a glass of fizz and cake, but also to raise money for East Lancashire Hospice.

There are many ways people can help you hit your desired target. Making a donation for the refreshments you have provided is one way, but also holding a raffle or tombola is also a way you can raise money, making your prizes irresistible.

Either borrow donation buckets and boxes from our fundraising team for people to drop their donations in, or set up a Just Giving page ([justgiving.com](http://justgiving.com)) where your guests can donate straight to.

Set yourself a desired target and feel proud when you have reached it. The money you raise does make a difference to the hospice!

### **The Day of your event**

You have invited your guests, you have organised how you will fundraise, now it is time to make your Ladies Who Lunch event one to remember.

Get creative and make your own bunting or if you're going for a more vintage tea party theme, why not nip in to one of our shops, I am sure you will find more than what you need to complete the look.

It's time... The decorations are up, the cakes, tea pots and fizz are at the ready and your fundraising ideas are all set in place. Remember to take lots of photos of your Ladies Who Lunch event. We would love to see them and share with everyone else how great your day was.

### **After your event**

Once you've collected all your donations, please contact fundraising to organise sending the amount raised to the hospice. If you have set up a Just Giving page, the money raised will automatically be sent to us.