



**East Cheshire
Hospice**
Where people come to live

OPEN GARDEN

for East Cheshire Hospice



Resource Pack

OPEN GARDEN

Thank you so much for opening your beautiful garden to help raise funds for East Cheshire Hospice. We are incredibly grateful that you have chosen to support us.

In this pack you will find ideas for how to plan the day and our advice for making your open garden a success.

If you have any questions, please get in touch with the Community & Events Team.

Email: commevents@echospice.org.uk

Phone: 01625 433477



HOW TO PLAN

How to plan your Open Garden Party

- Choose the **date and time** that you would like to open your garden
- Set a **fundraising target** and decide on how you will fundraise
- Will it be private or open to the public
- Decide on an **entry fee** (we recommend between £3-£5)
- **Check your garden is safe** for your visitors
- Place **relevant signage** around your garden
- What **fundraising materials** would you like? We can provide:
 - Collection buckets and boxes (tins)
 - Bunting
 - Balloons
 - Posters
 - Hospice T-Shirt
 - QR Code for online donations
 - Outdoor banners
 - Information leaflets about the Hospice



OUR ADVICE

Our advice for a successful event:

Think about **how you will fundraise**. You may wish to include:

- Drinks stall
- Bake sale
- A raffle or tombola
- Scavenger hunt, garden games or nature trail
- Craft activity
- Plant sale
- Handmade goods sale
- Book Stall - ask friends to bring books they no longer want and sell for e.g. £1

If you choose to do a food/drink related stall, we recommend that you supply allergen information to keep everyone safe.

If you choose to ask any local businesses for raffle/tombola prizes, we can provide an authorisation letter to show you are fundraising for us. To stay compliant with gambling rules, make sure you are only selling tickets on the day.



GARDEN SAFETY CHECKLIST

Here are a few things to consider to ensure that your event is safe and ready for the general public:

- Are there any steps in your garden?
- Are all walkways level and free from obstruction?
- Is your garden accessible for individuals with disabilities?
- Are there areas that could be slippery if the weather is wet?
- Are you putting up any tables or gazebo's up?
- Are there any ponds in your garden?
- Have you got a first aid kit?
- Have you got a cash box or safe space to keep any cash taken on the day?
- Is there someone there to help you on the day?
- Does your house insurance have public liability cover?
- Are there any exposed canes that visitors could injure themselves on?

