

How to run your own event In 10 easy steps

Step 1. When?

Decide on a date and time. We recommend you give yourselves at least 3 months to plan your event and get in those donations!

Step 2. Where?

You can have a group of friends round to your house, get together at a local café or pub, a school hall, or contact a local hotel and see if they have a function room.

Step 3. Invite

When you know the date, time and how many people you want. Send out your invites. This can be on email, text or post – or all three – maybe set up your own Facebook event as well? *Remember to let us know too, so we can add you to our website and promote your event on Twitter and our Facebook page.*

Step 4. Collect the bags

You can, if holding a smaller event, simply ask your guests to bring their unwanted bags with them on the night. But it's less work for you if you can encourage people to give you their bags as soon as possible, rather than all at once. Our bag bins are great for collecting donations if you have a suitable shop, café or in a school for example – *let us know if you think one will be useful and we may be able to send you one.*

Step 5. Sort the bags

You can either auction all the bags you receive, or decide to stick to a certain number. For example, you may receive 47 bags and decide to only auction the best 20. The remaining bags can be sent directly to your local hospice for them to sell in their shop.

Step 6. Number the bags

When you have decided on your bags. Each one needs to be numbered with a tag. *If you want us to send you these tags, please let us know.*

Step 7. The Auction

Decide what sort of auction you would like to run.

a) Live Auction. You can use someone as an auctioneer, maybe you can even get a local auctioneer to come along and hold the auction for you.

b) Silent Auction. Recommended. Each bag has a bidding form, where guests write down their bids. Your guests can see what other people are bidding and choose to up their bid as necessary. *We can email you a form to use - let us know.*

c) Secret Auction. Guests use bidding slips and post them into a sealed ballot box. Guests do not know what other people are bidding. *We can email you a sample slip - let us know.*

Step 7. The results

When the auction has finished. Your guests can pay for and take their lovely new bags home with them.

Step 8. Your donation

Well done! When you have collected your money, please either:

a) send us a cheque.

Payable to: Handbags for Hospices
Post to: 22 Clifton Street, Brighton, BN1 3PH

b) or transfer the money directly via bacs.

Account no: 42571110
Sort Code: 40.14.03

Step 9. Leftovers

Remember, If you have any bags left over, you can drop them into your local hospice shop for them to sell to raise even more funds.

Step 10. Small Print

Handbags for Hospices take 20% of your donation to cover the administration costs of the charity. The remaining 80% is added to our donation fund – once every 3 months, this fund is allocated to a number of hospices throughout the UK. It is our aim to ensure that we divide the funds we raise as evenly and as fairly as possible. However, If you wish to support a specific hospice, please let us know, and we will ensure your donation is dealt with accordingly.

Thank you.

Handbag Helpline:
info@handbagsforhospices.com
or 07753 747307