

Your party pack

Making it happen

Now that you have your pack you'll have all the tools you need to get your party started. In handy, easy to use sections there's lots of top tips or use the checklist for a quick reference guide.

Party props

For other items to support your party planning/ download as much as you need, visit:
www.mariecurie.org.uk/studentparty

If you have any questions or comments email us at:
student@mariecurie.org.uk



So why party for Marie Curie Cancer Care?



£20 will provide an hour's home nursing.



Research commissioned by Marie Curie Cancer Care shows that 64% of people would choose to die at home. In reality only 25% achieve this.



Marie Curie Cancer Care provides high quality nursing, totally free, to give people with terminal cancer and other illnesses the choice of dying at home, supported by their families.



With 10 hospices across the UK, we provide the largest number of hospice beds outside the NHS.

To find out more visit: www.mariecurie.org.uk/whatwedo











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www.mariecurie.org.uk/studentparty

Diamond strategy: planning your party






Party ideas

-  **Flower Power** – 60s fancy dress
-  **Diamond ball** – 'Black and Bling'
-  **'M' themed party** – dress as anything beginning with 'M' for Marie Curie Cancer Care
-  **Bootleg Beatles** – battle of the bands
-  **Diamond Rocks** – rock 'n roll night
-  **Marie Curie-Oke** – 60s karaoke night
-  **60s TV/film characters** – fancy dress
-  **Mary Quant Style** – clothes swap party

Make a date







-  Make sure your event doesn't clash with another occasion.
-  Avoid regular busy nights of the week – don't clash with sports social nights.
-  Hold a monthly or term party with a different theme throughout the year.

Select your venue







-  Check availability on the night.
-  Make sure the size is right – big enough (but not too big) and easy to get to.
-  Consider the cost; try and get a venue free of charge.
-  Make the venue appropriate to the theme – decorate and create an atmosphere.
-  Confirm that the venue has all the facilities you need.

Diamond strategy: planning your party

Get organised

-  Plan your time from your party date and work backwards.
-  Allow time for the unexpected.
-  Get people on board early to help out.
-  List everything that will need doing and allocate people to each job.
-  Send out invitations, use email if you can to make it cheaper and greener.
-  Calculate your budget, keep spends to a minimum and plan against your estimated income.

Shout about it





-  Sell tickets in advance and monitor the number of people coming.
-  Put up posters around your campus, library, computer centre, halls and union.
-  email student user lists.
-  Advertise in student/departmental newsletters and papers.
-  Arrange a shout-out on student radio.
-  Stop shouting if you've reached your venue capacity.

Supporting materials available online.










How to really cut it

Little gems





-  **Decorate** the venue to fit the theme - balloons, posters, table decorations, flowers, lights, music. See if your local businesses can donate these.
-  **Start a party dress up box** for year round fancy dress. Encourage donations and hire items out to guests. Add more bargain items from one of our Marie Curie Cancer Care shops from www.mariecurie.org.uk/shopfinder
-  **Ask local businesses** if they can loan you items to spice up your party eg a drinks fountain, karaoke machine, jukebox or casino table games.
-  **Find out** if local bands, DJs, or magicians can perform – or ask your talented fellow students.

Carat weighting: fundraising tips

-  Charge an entry fee / sell tickets.
-  Auction slaves for the day.
-  Search for donated prizes for a themed quiz or raffle.
-  Put a collection box on the bar for drinks change.
-  Ask if the venue can donate a proportion of the bar takings.
-  Set people dares for donations, or charge them to forfeit.
-  Ask your tutors to support too.

How to really cut it

Polished to perfection: the finer details

-  For larger events make sure there will be first aid cover available.
-  Check that the venue has an alcohol or public entertainment licence if you need one or contact your local council to find out about getting a temporary licence.
-  If you're holding a raffle or gambling game contact your local authority or the Gaming Board of Great Britain to check the rules.
-  To check current food hygiene regulations visit www.food.gov.uk or contact your local council.

Whilst we appreciate your support, Marie Curie Cancer Care cannot accept liability for any fundraising activity or event you undertake in our aid. If you need insurance, check you're covered with the venue or you will need to take it out yourself.

For lots more tips or technical details, have a look at www.how2fundraise.org



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Checklist

Finally after all your thorough planning make sure you've considered:

- Theme
- Date
- Venue
- Invites
- Facilities and equipment
- Helpers
- Fundraising activities
- Advertising
- Health and safety



Maintain your status

Precious memories

Capture your best moments and share your photos with us (if you dare) email them to student@mariecurie.org.uk or if you have a Flickr account, tag your photo with 'MCCCstudents' (one word).

Desire something different?

Don't forget to check out all our other fundraising activities visit: www.mariecurie.org.uk/students

Diamond deposits

Don't forget to send us your party funds with the form enclosed or download one from www.mariecurie.org.uk/studentparty



www.mariecurie.org.uk/studentparty

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