



# EVENING OF PROMISES

## 1. VENUE

A village hall, school, local pub, private function room at a hotel or restaurant or someone's home, depending on how many people you hope will attend? Or any local business that might want to collaborate by donating an appropriate space to accommodate both the reception and gifts display? All your costs should ideally be covered by a sponsor/donations.

## 2. CHOOSE DATE OF EVENT

Whenever suits you! Have a look at National Awareness Days – you might like to plan your event around one of these.

## 3. MAILING LIST – INVITATIONS

Use our logo on any printed material – we can also provide leaflets and fliers with information on the charity. Suggested wording for printed or emailed invitation can be found below.

## 4. TICKETS/GUEST LIST

Guests arrive and are ticked off the guest list (no tickets needed, to save on cost). Then they simply pick a numbered card from a table and then collect the 'promise' or gift with the corresponding number. This would be a good time for someone to kindly say a few words about WWTW, or even show a quick Powerpoint presentation (if you have a screen available) highlighting the charity and where the much needed funds raised at your event will go.

## 5. DECIDE FOOD & DRINK OFFERING

Just a drinks party with canapés? Or supper at a friends house where everyone brings something along? Contact a local wine supplier who would like to support WWTW by donating the drinks.

## 6. DONATED PRIZES TO MINIMUM VALUE OF TICKET PRICE

If tickets cost £50, all prizes should match that value as a minimum.



Prizes can be anything – a weekend at a holiday cottage, beauty treatments at a local spa, a meal for two at a restaurant, a cashmere jumper, a pair of shoes, a handbag, a case of wine, a magnum of champagne, theatre tickets, sports tickets, book vouchers, cut and blow dry at local hair salon, gardening voucher, personal training session.... The list is endless!

Prizes are printed on a card or slip of paper, 'promising' the responding gift, to be collected, chosen or booked... With contact name, company name and contact details of prize giver.

#### **7. HOW WE CAN HELP**

We can provide wristbands to be given out at the event, branded t-shirts for the volunteers, a collection tin and a pop-up banner if required – this can be arranged nearer the time. Here is a link to a WWTW poster you can adapt to publicise your event (under 'Promote Your Event'):

<http://walkingwiththewounded.org.uk/support-the-walk/become-a-fundraiser/>

#### **8. SOCIAL MEDIA**

Our fundraising team is keen to promote your event on our website, facebook page and twitter so please keep in touch, and email us photographs of the event – email details below.

**For any further information, please contact Viveca Johnstone, Fundraiser Administrator**

**Telephone: 01263 863 902 [viveca@wwtw.org.uk](mailto:viveca@wwtw.org.uk)**

[www.walkingwiththewounded.org.uk](http://www.walkingwiththewounded.org.uk)



Here is a suggestion of wording for the invitation, simply insert the place name, venue, date and time accordingly:

The **Kent** Volunteers for Walking With The Wounded are delighted to invite you to  
an Evening of Promises.

It will be a fun evening of drinks and canapés to highlight the charity and help to raise funds to support all military veterans with physical, mental or social injuries to gain the skills and qualifications required to develop new careers outside the military, re-integrate into society and provide long term security for themselves and their families.

Every guest will receive the special 'promise' of a gift, at least to the value of their ticket.

The evening will take place at **venue, address on date, at time.**

Tickets cost **£50** and are available from **Name, Address, Email and Telephone Number.**

Please send cheques made payable to Walking With The Wounded.