

# HOW TO HOLD A PARTY

**COMBAT  
STRESS**

**Parties** are a super way to get family, friends or colleagues together to **raise money for veterans' mental health** whilst letting your hair down and having a fun time. Either stick to a traditional party or think up a theme – unleash your imagination!

## BEFORE YOUR PARTY

### DATE / TIME:

If it is your own celebration such as birthday or anniversary then you don't have much control over the date. But if it's not, then think carefully about the date so it doesn't clash with any other events or parties.

### VENUE:

This could be your own home or a village hall. If using a public venue, make sure to check on any licences you might need. If outside, make sure you have a wet weather plan too!

### THEME:

Is the party for a special occasion like birthday or anniversary? Will you be having a theme or fancy dress? Have a good think about ideas and then plan everything around your theme including invites, outfits, and decoration.

### PROMOTION:

Write an invite list and get invitations sent out as soon as you have a date. You can buy pre-made invite cards or design your own hard copies to post or hand out. Alternatively design your own digital invites to email. Make the most of social media and create an event on Facebook and invite your friends/contacts.

### GOAL / TARGET:

Try giving yourself a target of how much you want to raise – this could help you get extra donations from people who want to help you reach your target.

### SUPPORT:

As it's for a great cause, speak to local businesses who may like to donate some games prizes – it's always worth asking.

## AT YOUR PARTY

### HELPERS:

Try not to do it all yourself – many hands make light work! Enrol some helpers for set-up, food, decoration, games, music, and of course clearing up.

### DECORATION:

Either go modest, or go all out – your party, your way! We have plenty of Combat Stress branded items you can use such as bunting templates, banners, balloons etc. Or do your own theme.

## FUNDRAISING:

Decide whether you want to charge an entry donation for the party, or to enter a fancy-dress competition. Try to think of fun games or activities to raise extra money, with some great winning prizes. Make sure you have plenty of options for people to donate, including buckets/tins.

## AWARENESS:

If you are comfortable with speaking, try to plan a moment to say a few words about why you support Combat Stress so people understand the difference their support makes to veterans and their families. Make sure you have plenty of literature for people to pick up too.

# AFTER YOUR PARTY

## BANKING:

Count, record and send us the money you raise as soon as you can. See **'Paying in money'** for the different ways to do this. It's a good idea to share responsibility for this amongst more than one person and to prepare in advance by getting some money bags from the bank.

## THANKING:

Remember to follow up with guests and anyone who has supported the event to thank them and let them know how much was raised. We will always ensure a 'thank you' letter is sent to you too.

# TOP TIPS

## FOOD AND DRINK:

If you're offering food or drink, please consider guests who may have allergies or special diets. Always visit the [Food Standards Agency](#) for advice.

## LET US KNOW:

Tell us about your music event so we can support and advise if needed – we'd love to hear all about it!

## DOUBLE YOUR MONEY:

Do you or any of your helpers work for a company that offers 'matched giving' for charity? If so, encourage them to apply and you can double the amount you raise!

## LICENSES:

Check for any licences you need. For example, selling alcohol and playing music both require a licence.





## PAYING IN MONEY

There are lots of ways to pay in money. Please include your supporter number (if known), your name as a reference, and information about the donation.

### BANK TRANSFERS:

#### BANK ACCOUNT DETAILS

Bank: Natwest  
Account Name: Combat Stress  
Sort Code: 60-00-01  
Account Number: 00100013

#### BANKING IN SCOTLAND

Please pay into the above Natwest account via RBS branches in Scotland.

### ONLINE:

Donate directly through our online collections page:  
[combatstress.org.uk/collection-donation](https://combatstress.org.uk/collection-donation)

### COINSTAR:

Coinstar machines are situated in supermarkets across the UK. You can take the cash to any Coinstar machines, select 'donate to charity' then select 'other' and enter the code **2998** to deposit directly to Combat Stress. You will receive a voucher detailing the donation. You must send a photo of this voucher to:

[fundraising@combatstress.org.uk](mailto:fundraising@combatstress.org.uk)

Find your nearest machine: [coinstar.co.uk/findamachine](https://coinstar.co.uk/findamachine)

### CHEQUE:

Please make cheques payable to  
'Combat Stress' and send to:

Combat Stress, Fundraising Department, Tyrwhitt House,  
Oaklawn Road, Leatherhead, Surrey, KT22 0BX

### ONLINE FUNDRAISING PAGE:

Set up an online fundraising page for the event where you or guests can donate directly. You can do this through our platform:

[events.combatstress.org.uk/fundraise/ownfundraiser](https://events.combatstress.org.uk/fundraise/ownfundraiser)

or Justgiving.

### PHONE:

Call **01372 587 140**  
and quote your name,  
postcode, and event.

For more help and advice,  
call **01372 587 140** or  
email [fundraising@  
combatstress.org.uk](mailto:fundraising@combatstress.org.uk)

# KEEPING IT SAFE AND LEGAL

It's important that you are safe and legal whilst fundraising in aid of Combat Stress. Please follow our '[Keeping it Safe and Legal](#)' guidance document.



[combatstress.org.uk](https://combatstress.org.uk)

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