



Organise a raffle for Guy's & St Thomas'

Raffles are a great way to bring people together and get fundraising for our wonderful hospitals. A raffle could be its own event, or it could be a part of a larger fundraising event, such as a quiz or gala. Below are some top tips to help you organise a raffle, including how to source great prizes.

Planning

There are a number of ways to host your raffle. Take a look at the options below:

As part of an existing fundraising event – if you're hosting a fundraising event and want to include a raffle, all you need to do is source some fantastic prizes. Next, you can charge attendees for a raffle ticket, so they can be in with a chance of winning. We have some great guides on organising a golf day, a gala and a quiz on our Fundraising Hub, so be sure to check them out or get in touch!

Online – This is easy to do and low-cost when it comes to organising. There are a number of ways in which you can do this. All you need to do is send an invite out to spread the word, charge people to take part. They can RSVP and you can assign them with a random number or ticket. You can then do the prize draw using a [random number generator](#) to then announce the winner. If you want to make it more interactive, you could use a meeting app, such as [Zoom](#), to announce the winners and you could also incorporate some fun games to make it more of an event.

A raffle event – You could host this at your home or at a local venue, such as a pub or hall. Invite your family, friends and colleagues and charge for entry and for raffle tickets. You can sell multiple raffle tickets to individuals to give them a higher chance of winning.

Licensing

It's important to know whether you need a license for your event. Whether you need a license depends on what sort of raffle you are hosting and there are a few rules to follow. For more guidance, you can have a look at the following links that provide lots of essential information and top tips when it comes to planning a raffle and whether you may need a license:

- [UK fundraising website](#)
- [UK Gambling Commissions website](#)



Prizes

Reach out to local businesses and asks for donations that can be used as prizes. These could be items or experiences such as afternoon tea vouchers, hotel stays or experience days. A good prize can help you attract more teams and ultimately raise more money. We can provide you with an authorisation letter that you can show to businesses to prove you're fundraising for our hospitals.

Promoting your event

There are a number of ways in which you can promote your quiz event, here are some ideas to get you started:

- Display event posters in your workplace or in your local community. We can provide poster templates for you.
- Set up a Facebook event and invite people to come along. Remember to include information about fees, date, time, and the charity.
- Promote your event on social media to spread the word.

Decorations and fundraising materials

We have lots of materials that you can use to decorate your event and to promote the hospitals. Let us know what you need, and we can post these to you:

- Balloons
- Bunting
- Flyers with information about fundraising
- Invite templates
- Poster templates
- Pens
- Collection tins and buckets
- Donation envelopes

If you have any questions or would like to discuss decorations or fundraising materials, please get in touch via info@supportgsth.org.uk or for Evelina London; info@supportevelina.org.uk



Paying in your fundraising

If you have collected any cash donations, please collect all the money you have raised and then pay it into your bank. You can then pay the money via our website [here](#).

Alternatively, if you would like to pay by cheque, please make it payable to, 'Guys and St Thomas Charity' and send it to:

Fundraising Team
Virginia Woolf Building
22 Kingsway
London WC2B 6LE

Please include your full name and details of your event so we can process the donation smoothly. If you are fundraising for Evelina London, please be sure to specify this.

After your event

It's always a nice touch to thank everyone that attended. This could be over email, or you could send thank you cards out to them to add a personal touch.

We'd love to know how you got on and how your event went! We'll be in touch with you throughout your planning to lend a hand if you need it, but please do share photos of your gala with us. We'd also love to share these photos on our social media channels to celebrate your fundraising success and to inspire others.



www.facebook.com/supportgstt



www.twitter.com/SupportGSTT



www.facebook.com/supportevelina



www.twitter.com/EvelinaLondon

If you're in the beginning stages of planning your Raffle, please fill out our form on our website and we'll get in touch to help you with your fundraising.

www.supportgstt.org.uk/do-your-own-thing

www.supportevelina.org.uk/do-your-own-thing

For any other questions, don't hesitate to get in touch by popping and email to

info@supportgstt.org.uk

info@supportevelina.org.uk