

SUNDAY
4TH JULY

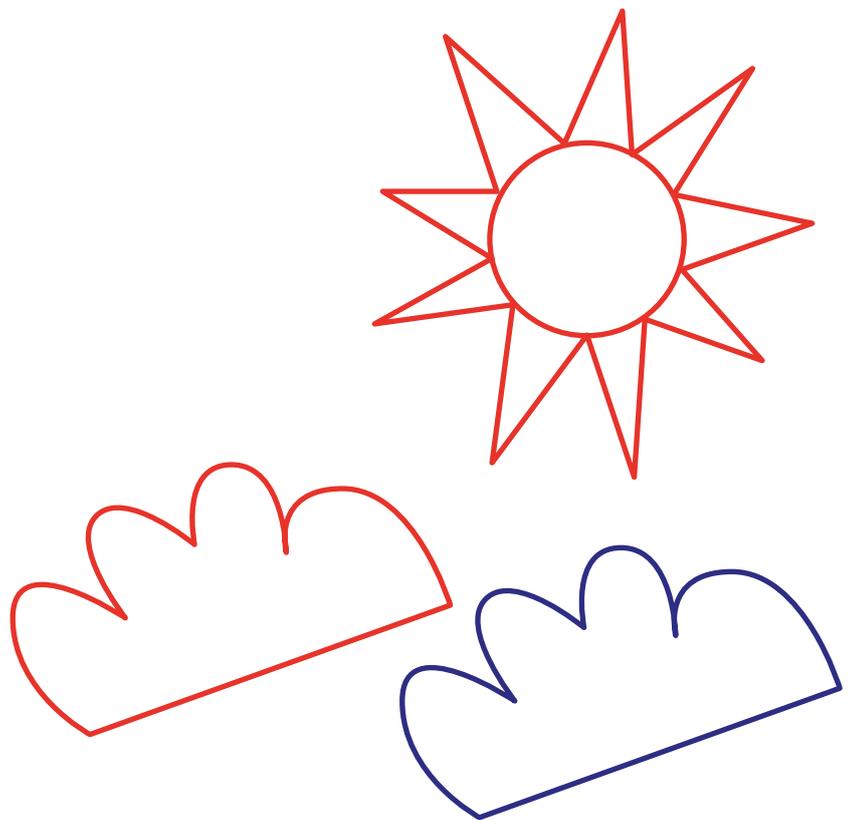
#THANKYOU DAY



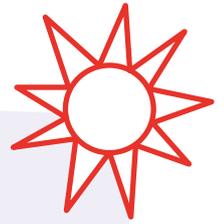
**Party
Planning
Guide**

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1 | About Thank You Day



Thank You Day on the 4th July 2021 is a special day to thank the many people who have helped us get through the last twelve months.

From neighbours who dropped off shopping to NHS workers who cared for us, from supermarket staff who kept us fed to volunteers who were there for us. We couldn't have done it without each other.

Sunday 4th July is the day before the NHS's birthday so it's a perfect moment for the country's biggest ever thank you party. A chance to get together in the sunshine (we hope), with our neighbours, communities and families, to mark what has happened, celebrate the spirit that got us through and say thank you.

This guidance will provide:

- Suggestions for your party
- Things to consider when planning your party
- Things to consider when sending invitations
- Suggested schedule
- Resources available to you
- How to promote your party
- Fundraising considerations
- COVID-19 guidance

www.thankyouday.org.uk

Some of the activities people are planning are:

09.00	A special Park Run followed by a thank you picnic brunch for their volunteers, friends and families.
11.00	Communities are taking part in a 'Power Hour' to tidy up our shared spaces, a way of saying thanks to our local environment for keeping us sane during lockdown.
13.00	The Big Lunch invites people to share friendship, food and fun to say thank you with neighbours and their community.
17.00	Cheers for Volunteers: Raise a glass (or a mug!) to everyone who has helped us through the past year.
19.00	BB-Thank-Q: The nation's biggest ever Cook Out led by Levi Roots.

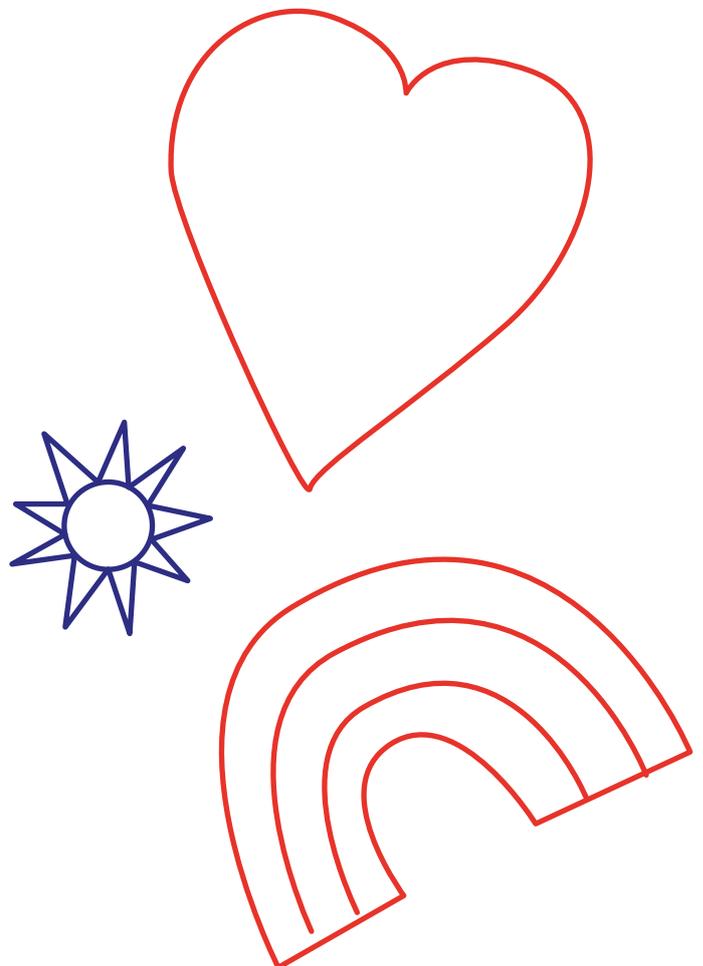
It doesn't matter how we do it, as long as we get together and say thank you in our own way. Have a barbecue or a street party, raise a glass or a mug of tea, bake for your neighbours.



2 | Event ideas

You may have already decided what you want to do, however here are some ideas to get you started:

- On Thank You Day, join the hundreds of charities saying "Cheers to Volunteers" by raising a glass of your favourite tippie or cup of tea at 5pm and thanking volunteers for their gift of time.
 - Hold the event outdoors and have a picnic or BBQ
 - Invite Everyone! Including partners/ family/friends
 - Include refreshments
 - Hold a raffle
 - Consider fundraising during your event
 - Invite someone to speak or perform at your event
- If you involve volunteers in your work, re-engage with those who have been inactive/unable to volunteer. Holding an event is a great way to spark people's interest in returning to volunteering and will allow people to get more information about your plans to move forward.
 - Speak to your colleagues in the community and hold a joint party
 - Ask your volunteers to get involved with ideas, planning and hosting smaller Thank You Day events.
 - Apply to your council for a street closure to hold your party on your road.
 - Speak to your local businesses and see what they can do to help you advertise or support.



3 | Planning your event

Get a team together to help - make it fun!

Work with those you know to help you plan and run the event, so you don't end up doing it by yourself:

- This could be other people you volunteer with
- If your street has set up a WhatsApp group during the pandemic, you could use this to see who else is interested
- Check with your friends and family members if they can help
- Reach out to local organisations you use or support to see if they can help

Holding a street party

- Consider holding your event outside - this will help your community see what's going on, and also make it safer regarding Covid-19 restrictions
- If you want to close your street for a party or event you will need to apply for a temporary street closure from your local council or authority - head to [ThankYouDay.org.uk](https://www.thankyouday.org.uk) for details on how to do this.
- Playing Out have loads of information and advice to help you get started on your street.
- You could also hold it in a local park or public space. Check with your local council for permission and guidance on how to do this.

Booking and sourcing a venue

- Whether using an external or internal venue, ensure it's booked in advance.
- Think about using another local charity's space/church halls/community spaces.

- Don't assume an internal venue will be available.
- Remember to think about any accessibility considerations
- If you will be serving alcohol or will have a programme of bands playing, you may need to have the necessary licences. Your local council will be able to advise you
- Consider facilities of a booked venue - do they have kitchen facilities? Toilets? Will you need to hire tables and chairs or do they have these and are they included in your booking?

Book the date

- Set a date and time for the event that best works and makes sense for the people you are inviting.
- Get this booked in people's diaries as soon as possible.

Invitations

- Consider how many people you can invite to make sure the event is safe. Always allow for a 10% drop out of guests on the day.
- Invitations should ideally be sent out 3 weeks prior to an event, the more time the better to get your event in their diaries!
- Decide how you want to send out invites (By post/By email/WhatsApp)
- Consider whether you want your event to be an open event or by invitation only and whether you need RSVPs
- Make sure you include the date, time and contact details in the invite
- Perhaps invite the local paper to get some promotion/pictures of the event

- Ask local businesses to put up posters for your event in their shop windows
- Consider inviting local partners such as councillors, mayors or funders
- Send reminder information to those you have invited to attend a few days before the event

Additional considerations

Use as much or as little of this as is relevant for you and your event.

- **Develop a rota/task list for the day and make sure all the team members helping at the event know their roles:**
 - Running order of the day
 - Someone assigned as overall event manager
 - Someone to oversee catering and drinks
 - People to help set up – furniture, staging etc.
 - People to greet guests and if necessary, take invitations/sign guests in
 - Someone to manage any entertainment (music, games, bands)
 - Someone to greet and look after external guests/VIPs i.e. local councillors, local press
- **Consider doing a risk assessment for your venue to ensure your guests are as safe as possible. Including:**
 - **Disabled guests** – consider access
 - **Trips/Slips** - Removal of trip hazards i.e. wires, uneven rugs etc. and deal with slip hazards such as spillages immediately
 - **Manual Handling** – ensure event staff/volunteers are not overexerting themselves with setup of tables, chairs, lifting boxes etc.
 - **First Aid** – If your event is a large one, consider having a first aider attend or available.
- **Fire Exits and Emergency Plan** – Ensure you have staff/volunteers who know where the emergency exits are and any assembly points for emergencies. Keep a list of all attendees and staff/volunteers
- **Food Safety** – If food is being supplied at your event, you have a responsibility to ensure that it is safe to eat. Cold food is kept refrigerated and all other food is covered to protect it from contamination such as flies. All food is prepared by people with protective gloves and aprons. Antibacterial wipes/spray should be used to clean down any areas used for preparing food, and remember bin bags for waste/rubbish and proper disposal of such
- **Think about how you might deal with new volunteer enquiries**
- **Music is a great way to get the party started. Decide if you need any AV such as a Microphone, projector, or speaker**
- **Consider taking photos at the event to share on social media throughout the day (or as a follow-up post). Share with the hashtag #ThankYouDay**

**MOST
IMPORTANTLY
HAVE FUN!**

4 | Suggested schedule

Suggested activities/timings for a Thank You Day event on 4th July 2021

The below schedule could help you to plan your own event on the 4th July but remember you do not have to follow this format and local suggestions/ideas from volunteers should take centre stage.

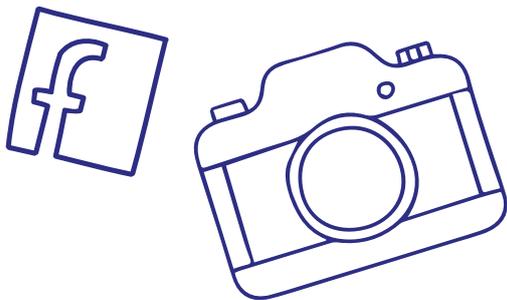
Time	Activity
13.00	Event team set up
15.00	Volunteers arrive at venue/event - welcome
15.15	Food/Drinks/Refreshments served
16.00	You could schedule a performance, speaker or game!
17.00	Join in the nationwide 'Cheers for Volunteers' and raise a glass of your favourite tippie or mug of tea as you join others around the country to say "thank you" to volunteers for their contributions.
17.15	Final thoughts from event lead
17.45	Ask who might be able to help with clean up (Make sure you leave your street or venue clean and tidy!)
18.00	End



5 | Registering & promoting your event

Register the event

- Create a registration form for people to complete and send in centrally (example attached as Appendix 1)



Promoting the event

- Consider inviting a photographer from the local newspaper to attend and/or sending out a press release with an image post-event to the local media.
- Consider sending invitation letters to MP/Mayor/Councillor
- Use social media to talk about the event
- Create a dedicated Facebook Event page
- Use the dedicated hashtag **#ThankYouDay**

6 | Resources available

- In order to support your event, we have a number of resources available that you can print off or use electronically: e.g. branded bunting, thank you cards, party boxes, collection tins.
- The resources can be downloaded from: www.royalvoluntaryservice.org.uk/thank-you-day



7 | Fundraising

Here are some top tips for fun and easy fundraising activities for you and your guests to enjoy:

- Host a raffle or tombola and provide your guests with the chance to go home with a prize!
- Include a bake sale with delicious treats to enjoy or take home for later
- Spark the competition by hosting a quiz and ask your guests to donate to take part
- Play the luck of the draw with a sporting sweepstake
- Host a collection for donations at your event. Simple!

8 | COVID-19 guidelines

The government have updated their Spring 2021 Roadmap, they have indicated that with appropriate mitigations in place, the government aims to remove all legal limits on social contact (no earlier than 21st June). The Government will also look to relax COVID-Secure requirements but this will be subject to a review.

From the 21st June 2021 they believe this will be as close to normal as possible, but there is no clear indication of whether the current restrictions of social distancing and mandatory face covering in an indoor

setting will be required, but they have indicated in Step 4 that the requirements may be the same as in Step 3 but with the lifting of the capacity restriction.

Therefore, when planning your events, apart from capacity, it would be prudent to encompass social distancing, hygiene protocols and mandatory face covering and if lifted on the 21st June, these can be removed.

Inside venues	Outside venues
Tables are spaced out to ensure 2m social distancing is in place or 1m with barriers between tables	Social distancing between groups of attendees to be maintained
Food and drink are consumed by attendees while they are seated	Hygiene provisions are in place
Attendees wear face coverings whenever not seated at their table	Face coverings in a group setting

9 | Appendix 1 - Event details form

Please confirm details of your event by returning the below form to us by **18th June 2021** at ThankYouDay@royalvoluntaryservice.org.uk

Service number(s) & Name:	
Other services involved:	
Lead Organisers name: Telephone number: Email:	
Date of event:	Town/City:
Indoor or Outdoor event? Indoor Outdoor	
Anticipated numbers of: Volunteers Guests	
If you have any special/VIP guests attending, please state who this is below:	

Royal Voluntary Service
Beck Court
Cardiff Gate Business Park
Cardiff, CF23 8RP

royalvoluntaryservice.org.uk

**ROYAL
VOLUNTARY
SERVICE**

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