



Enabling young people to make drug-free choices

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Hi!

Thanks for offering to host an alcohol-free bar to raise funds and the profile of Hope UK. Your efforts will help enable young people to make drug-free choices.

Please find some useful bits and pieces enclosed. The pack, alongside the Basic fundraising pack, will help you prepare for your event. And remember that Hope UK's friendly staff team is ready to help and support you every step of the way, and hope that you will enjoy your efforts!

- **Balloons** – please use these on the day to make your Alcohol-free bar look attractive. Remember to keep your area tidy and clean at all times.
- **Bunting** – to make this up, please cut out the triangles, punch holes on the short side, and thread the string through the holes. Place in the bar area or where people will be sitting to make the venue look nice.
- **Alcohol-free today wristbands** – use these to encourage people who choose to be alcohol-free, if only for one day at a time. Give out to those who are serious about making their alcohol-free choice known to others.
- **Coasters** – use these to put drinks on, and encourage people to take them home. You can of course use the recipes as a start for your drink-mixing.
- **Posters (e-mail pack only)** – please put these up in appropriate places before your event, and also on the day of the event to make sure people know they have come to the right place. Add details of date, time and venue and print as many as you like. Ask Hope UK if you need help.
- **Invitations** – use these to invite friends and family. People are much more likely to come to your event if they have had a personal invitation. There is space to add your details by hand. Alternatively, ask for a digital version and add your details before you print.
- **Hope UK information** – if anyone is interested in finding out more about Hope UK, please give them one of the leaflets.
- **Collection jar label** – To make up your own collection boxes, use glass jars (or other similar sized containers of a less breakable nature). Carefully make a hole in the lid and use glue to attach the collection jar label.
- **Stand-up Hope UK info** – Fold the page in three and place one on the bar for people to read while they order their drinks
- **Risk assessment** - Think about what could possibly go wrong and what you could do to avoid that from happening. Submit the form to Hope UK at least two weeks before your event.
- **Donation form and envelope** – once you have completed your event and collected the money, please use the 'Donate to Hope UK' form and send straight to Hope UK using the envelope.

Please do not sell your drinks, but give them for free and ask for a donation towards the work of Hope UK (place Hope UK collection jar on the bar). Selling drinks carries a whole lot of regulations, so best avoided.

Once you have decided what drinks you are making, you need to write a shopping list of what you need to buy for each drink. Don't forget fruit or umbrellas as decorations, and plastic cups, straws, cloths, kitchen roll and bin bags. You will also need knives for cutting up the fruit.

If you have anyone helping, please plan a time for training your team, talking about food hygiene, deciding which recipes you will use and trying them out.

Please get in touch with Hope UK if you want to discuss different options, order more of the forms or posters or just let us know what you are doing. The phone number is 020 7928 0848 and the e-mail address is fundraising@hopeuk.org

Best wishes,
The Fundraising Team
Hope UK