

Peer to Peer Party Guidelines

Overview

The Barts Charity Peer to Peer party is a forum for staff to talk to their peers about their experiences of working with the charity. The aim is to encourage other staff to understand how to apply for funding, utilise their Special Purpose Funds (SPF's) and encourage them to fundraise.

This document is designed to help you understand the steps involved in organising your own event.

Step 1

Find staff willing to help with your event. Ideally these would be people who have been involved with Barts Charity in the past. They may have applied for a grant, utilised their SPF or been an active fundraiser for us.

2-3 people would be ideal but if there are more that's also good too! Each person will have different experiences to add to the conversation and may be able to answer questions that others may not.

Ask each of them to prepare a couple of slides for the PowerPoint presentation about their experiences of the charity.

We can help suggest staff who have been involved with the charity if you're stuck for ideas!

Step 2

Decide on a date and time for the party. We know hospital staff are busy and not everyone will be able to make it. Late afternoon seems to be a good time, aim to allow 2-3 hours for the event – this gives people time to arrive and then chat/ask questions after the presentations.

Remember to book a room for the event – this should have access to a projector and be able to accommodate all your attendees.

Remember to let us know the date and time! Once we know this we can book catering.

Step 3

Prepare your PowerPoint Presentation. This doesn't need to be a comprehensive list of everything you want to say, just some key points for each speaker. Please get in touch if you'd like a template to work from.

Step 4

Invite your guests! Invite as many people as you can – the aim is to spread the word about Barts Charity to as wider an audience as possible.

The charity will help you to promote the event on social media and the trust intranet.

Step 5

On the day. Barts Charity will provide a stall/table with information on how people can get in touch/apply for funding. We will organise the catering to be delivered 15 minutes before the event starts (or bring in catering that we have purchased).

Someone from the charity can also add a section to the presentation and be on the panel to help answer any questions from the audience.

We will take photos and get quotes for our follow up social media – we can share our stories with you.

Step 6

Follow up. If anyone gets in touch with you after the event and is interested in working with the charity, please pass their names on to us.

We hope that the event will not only inspire staff from other departments but also inform staff where you are based. The more we spread the word about how the charity can help the more likely you are to receive donations from grateful patients and families.

For further information contact;

zosia.czapska@bartscharity.org.uk

020 7332 9345