



Manchester Foundation
Trust **Charity**

Golf Your Way

The support that Manchester Foundation Trust Charity provides helps to make a difficult time easier for patients, young and old, cared for by our family of ten NHS hospitals.

Organising a charity golf day is a great excuse to turn your hobby into a fundraising event while raising money for our Charity. Whether you are a golf pro or simply looking for a reason to bring people together, our handy guide will help you with any preparation and ensure your golf day is a big success.



Getting started

To ensure you have plenty of time to prepare and organise your event, we suggest you start planning as early as possible – we'd recommend that you give yourself at least two months to prepare.

- 1. Picking a venue.** If you are a regular at the golf course, you may want to ask your local club if you can host your charity golf day there. We recommend trying a few venues first before you put down a deposit.
- 2. Choosing the date.** Try to pick a date that doesn't clash with any sporting, local or school events or religious festivals, and try to avoid bank holidays.
- 3. Entertainment.** Whether you decide to organise a raffle or an auction, there are plenty of fun ways to bring in the cash on the day. Please get in touch with your named Charity contact if you need any advice or ideas on this.
- 4. Promotion is key.** Once you've finalised all the details, you can begin to promote your event. Try to share your charity golf day with as many people as possible and across various different platforms. Create posters and ask if you can display them in your work place, local shops, libraries and community centres.



We will send you our logo for use in the promotion of your event along with guidance for its use. Please note that all materials will need to be approved before print or publishing to ensure our logo is being used appropriately and in conjunction with our brand guidelines.

On the day

It's really important that the charitable purpose of the event is reinforced throughout the day, so you may want to consider giving a speech and mentioning the reason for your fundraising.

Aside from your ticket sales, you should also consider how you will fundraise on the day. A popular choice of fundraising for charity golf days often include raffles and auctions but you may also wish to include additional awards such as the longest drive, closest to the pin or best put.

Useful hints and tips

- Everything is always more fun with a team, so gather your friends, family or colleagues to help with all the planning and on the day activity – this can be as formal or informal as you like. Try to allocate everybody a job that they are comfortable with and one that utilises their skills.
- Offering sponsorship is a great way to secure extra funds and save money for your event. It's also a great way to support and promote local businesses! Whoever you choose to approach, remember to explain you're fundraising for Manchester Foundation Trust Charity and suggest what they will get in exchange for sponsoring your event.
- Keep everyone in the loop and share details about your event on your Facebook, Twitter and Instagram pages. Don't forget to tag the Charity in your posts so your guests can see exactly who you are supporting.
- Take lots of photos and encourage your guests to do the same! Don't forget to tag us when they are uploaded onto social media – we'd love to see how your event went!
- Why not create a [JustGiving page](#) and direct your guests there to make online donations. This will also enable people that cannot attend the option to still be able to support your fundraising.
- Ask your manager if your workplace offers match giving. If they do – great! It can't hurt to ask and this will increase your fundraising total nicely.
- Your event may require a licence if you are selling alcohol or playing music. The venue may be able to tell you if they hold a licence you can use. Alternatively, you can contact your local authority to check.

After your event

Once your event has finished, remember to thank everyone for their help! This will include the venue, caterers, stall holders as well as friends and family. Once you have collected all of your donations in full they should be sent to the Charity within six weeks of collection. Please get in touch with your named Charity contact to discuss your options to pay in your fundraising.



Keep it safe and legal

Before you start on your fundraising journey, please check out our How to Keep it Safe and Legal guidelines, which you will have received along with this pack, for everything you need to know to ensure your fundraising is above board.

We would love to stay in touch — sign up to receive our regular charity e-newsletter at mftcharity.org.uk/keep-in-touch



In support of:

North Manchester General Hospital
Manchester Royal Infirmary
Wythenshawe Hospital
Royal Manchester Children's Hospital
Manchester Royal Eye Hospital

Saint Mary's Hospital
University Dental Hospital of Manchester
Withington Community Hospital
Trafford General Hospital
Altrincham Hospital

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