

YOUR HOST **HANDBOOK**



The Great
PARKINSON'S
Tea Party



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Thank you

We can't thank you enough for taking part in The Great PARKINSON'S Tea Party and helping people living with Parkinson's.

Every day, Parkinson's NSW supports, enables and advocates for and with people living with Parkinson's and their communities.

We know that, just like us, you want to achieve a vision of the Parkinson's community being empowered every step of the way.

Without your support and dedication, we would not be able to do what we do. Your participation in The Great PARKINSON'S Tea Party will enable us to continue to support the 70,000 people in NSW living with Parkinson's.

Every dollar you raise through The Great PARKINSON'S Tea Party will make a real difference to people across NSW living with Parkinson's, their families and carers and we are with you every step of the way to make your Tea Party a huge success.

This host kit and our website contain everything you need to make your Tea Party a success.





The difference your Tea Party makes

Every Tea Party helps people living with Parkinson's, their families and carers access the information, support and connection they need to navigate life with Parkinson's. Funds raised help Parkinson's NSW provide trusted advice, specialist nursing support, education programs and local community connections across NSW.

Your fundraising helps people:

- Find answers after a Parkinson's diagnosis
- Access guidance from Parkinson's Specialist Nurses
- Learn practical strategies for living well with Parkinson's
- Connect with local support groups and community
- Navigate the challenges of Parkinson's with confidence and support

A few examples of the impact you can make:



Can help provide people affected by Parkinson's with expert information, advice and support through the Parkinson's NSW InfoLine.



Can help people living with Parkinson's receive expert one-on-one support from a Parkinson's Specialist Nurse, tailored to their individual needs.



Can help people living with Parkinson's and their families access education, support and connection to community services across NSW.



How to make your Tea Party a huge success

We have put together some helpful tips to get you started!



Register to host

[Click here](#) to register to take part in The Great PARKINSON'S Tea Party. During the registration process, you will also set up your fundraising page. Personalise your fundraising page by telling everyone why you are taking part.



Choose a date and venue

You can host your Tea Party any day in October and November! When it comes to the location, anywhere will work as long as it can accommodate your guests.



Start planning

How are you going to make your Tea Party stand out? Will you have a theme? What food will you serve? What will be your signature tea and what fundraising activities will you hold to help reach your fundraising target?



Spread the word and raise funds

Make sure to let your family and friends know about your Tea Party. Tell them where and when your Tea Party is and how they can donate to your fundraising page.

You can also visit the Resources area on the website to download the invitation, posters and more!





Your online fundraising page

Here are some tips to get the most out of your online fundraising page.

Make it your own!



Did you know that people who add a picture and a personal story to their fundraising page raise more money on average? Your donors like to hear about your personal story and see who they are donating to. It's very easy to do, just [log into your online fundraising page](#), upload one of your favourite pictures and add a few lines on why you are taking part in The Great PARKINSON'S Tea Party.

Set a fundraising goal



We've suggested an initial fundraising goal of \$308 to help you get started. You can increase or decrease your fundraising goal at any time by logging in to your online fundraising page.



Be the first to donate



By donating to your own fundraising page you are demonstrating your commitment to your Tea Party but also setting the benchmark for future donations from your supporters.

Get the word out and share, share, share



Share your fundraising page widely to gather support. Post pictures of yourself or your baked goodies to inspire contributions. Use all your tools—social media, emails, and texts—to expand your reach. Your personalised QR code, available in the "Get Support" tab on your dashboard, links directly to your page. Also, use the social media tiles in the Resources section to promote your fundraiser.



You need to ask!

Asking for donations can be a daunting thought. But you will quickly find that your friends and family are more than happy to support you and a cause that you are passionate about.

Make your ask personal



When asking for a donation, make sure to share the reason why you are taking part in The Great PARKINSON'S Tea Party. Tell the story of what compelled you to raise funds for people living with Parkinson's.

You will be surprised



You will be surprised at who will support your Tea Party and how much they will donate, but you need to ask them for their support first. Yes, there will be people who will not be able to support you for whatever reason but don't let this discourage you from your fundraising efforts.

Ask your workplace



Encourage your colleagues to get involved. You can host a bake sale at work and get everyone to bring something to sell. Consider inviting clients, contractors, suppliers, and customers to attend your Tea Party.

Additionally, ask your workplace to dollar match – this way, every \$1 you raise becomes \$2!

Follow up



Don't feel bad about following up with people for donations. We all live busy lives, and things sometimes fall through the cracks. Your family and friends have every intention of supporting you. So don't feel bad about sending a follow-up ask.



After your Tea Party

Say thank you

Make sure to thank everyone who donated to you and also attended your Tea Party. You can thank people who donated to your fundraising page directly from your fundraising dashboard. We have also developed some thank you certificate templates for you to use. You can download them through the [resources area](#) of the website.



Bank your funds

The fastest, easiest and safest way for people to support your Tea Party is to get them to donate directly to your fundraising page. Donations will be processed quickly and securely, and a receipt will be produced automatically and emailed to the donor.

If you receive cash, there are a few ways to handle it.

- You could assist the donor in making the donation directly to your fundraising page using your credit card and keep the cash.
- Make an electronic transfer. To request our banking details please fill out the request form found in the [Banking Guide](#) tab of the website.

Celebrate your efforts

Spread the word far and wide about your Tea Party and the contribution you have made to Parkinson's NSW. Share on social media using the hashtags #greateatparty and #parkinsonsnsw.





Meet Martin

Martin was in his early 60s and looking forward to an active retirement of cycling, travel, sailing and time with his wife and two sons. Then he found out he had Parkinson's. Living with an incurable and degenerative condition changed everything.

"I find it very hard to walk. I have balance problems. And I'm just so tired all the time. I can have dreadful nights where my legs are shaking, and my arms are twitching so much I just can't sleep."



For Martin and his wife Andrea, it was an unbelievable relief finding out someone could answer their many questions and offer assistance.

Martin called in to our InfoLine, where skilled Parkinson's Specialist Nurses provide people with information and advice about Parkinson's. That conversation opened up options for support and treatments he wasn't aware of.

"Parkinson's NSW has taken a huge weight off both of our shoulders, it's lifted the burden. The treatments Martin's getting have increased his independence and that's really important, and he's feeling better in himself," says Andrea.

By taking part in The Great PARKINSON'S Tea Party, you are ensuring that people like Martin have access to Parkinson's NSW services so they are not alone as they navigate their new life with Parkinson's.

Tea Party Scones

Prep 15 min

Cook 25 min

Make 16

Ingredients

3 cups self-raising flour

Plain flour, for dusting

80g butter, chilled and cubed

1 1/4 cups of milk

Jam, to serve

Whipped cream, to serve



Step 1

Preheat oven to 200°C. Sift self-raising flour into a large bowl.

Step 2

Using your fingertips, rub butter into flour until mixture resembles breadcrumbs.

Step 3

Make a well in the centre. Add 1 cup of milk. Mix with a flat-bladed knife until mixture forms a soft dough, adding more milk if required. Turn onto a lightly floured surface. Knead gently until smooth (don't knead dough too much or scones will be tough).

Step 4

Lightly dust a flat baking tray with plain flour.

Step 5

Pat dough into a 2cm-thick round. Using a 5cm (diameter) round cutter, cut out 12 rounds. Press the dough together and cut out the remaining 4 rounds. Place scones onto prepared baking tray, 1cm apart. Sprinkle tops with a little plain flour. Bake for 20 to 25 minutes or until golden and well risen. Transfer to a wire rack. Serve warm with jam and cream and decorate with Tea Party Cake Flags.

Passionfruit Slices by Kerry

Prep 15 min

Cook 30 min

Make 16



Ingredients

Base

1 cup (150g) self-raising flour
1 cup desiccated coconut
1/2 cup (110g) white sugar
1/2 tbsp vanilla essence

Topping

1 can condensed milk
1/4 cup fresh lemon juice
pulp from 2 large passion fruits
(or 1/2 tin of 170g tinned passion fruits)

Step 1

Preheat oven to 180°C. Combine all base ingredients.

Step 2

Press into greased and lined slice tin. Place on an oven tray and bake for 15 minutes.

Step 3

Allow to cool and reduce the oven to 140°C. Mix all topping ingredients and spread over base. Bake another 10 to 15 minutes, or longer if not set.

Step 4

Refrigerate for a few hours.
Cut into squares and store in fridge.





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