

YOUR HOST HANDBOOK



The Great
PARKINSON'S
Tea Party



The Great **PARKINSON'S** Tea Party

Table of contents

Thank you	03
Your Impact	04
How to make your Tea Party a huge success	05
Your online fundraising page	06
You need to ask	07
After your Tea Party	08
Meet Martin	09
Tea Party Scones	10



The Great **PARKINSON'S** Tea Party

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 the 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.



Your impact



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Can cover the cost of a call to the Parkinson's NSW HealthLine and a Parkinson's Information pack to help support a newly diagnosed patient.



Can fund a person living with Parkinson's and their caregiver to attend a specialised Newly Diagnosed Seminar to receive evidence-based information and much-needed support.



Can fund a Parkinson's Specialist Nurse to deliver face-to-face consultations for people living with Parkinson's at home and in clinics.



Can enable Parkinson's NSW to support two people living with Parkinson's in gaining access to the National Disability Insurance Scheme (NDIS)



Can cover the cost to run the Parkinson's NSW HealthLine for a week. The Parkinson's HealthLine is the gateway to evidence-based information, advice and connection with services provided by Parkinson's Registered Nurses.



How to make your Tea Party a huge success

Taking part in does not have to be difficult. We have put together some helpful tips to get you started. You can also visit the Resources area on the website to help.



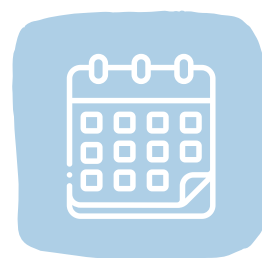
Register to host

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! When it comes to the location, anywhere will work as long as it can accommodate your guests.

TIP: Hold your Tea Party on a day you would normally get together with your community group or Parkinson's NSW Support Group!



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.





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 you have and add a few lines on why you are taking part in The Great PARKINSON'S Tea Party.

Set a fundraising goal

Your Tea Party fundraising goal is set at \$308. Feel free to increase or decrease your fundraising page goal at any time by logging into 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 URL far and wide. of your favourite pictures, you are to receive support. Get the word out by using all the tools at your disposal. This can include all your social media accounts, sending an email, and sending a text. We have even created a QR Code that links to your fundraising page. You will find your personal QR code by logging into your fundraising dashboard and clicking on the "Get Support" tab.



You need to ask!

Asking for donations can be a daunting thought. 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.

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 Resources area of the website or by scanning the QR code.



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 #greateaparty 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," Martin says. "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 HealthLine, where skilled Parkinson's Specialist Nurses provide people with information and advice about Parkinson's. That conversation opened up options for support he'd never thought 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 Martyn 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.