



Ladies Lunch Virtual Toolkit

A Scottish Charity SC022886

Thank you for requesting the Revive MS Support Virtual Ladies Lunch Toolkit 2020.

These are a few things that Jane and I have put together to help you host a 'virtual' table of friends to mark the anniversary of our annual ladies lunch. You can choose to do it any day in November, and you can host more than one table, it's all about Doing It Your Way with a bit of support from the charity.

What is included in the toolkit?

- A suggested invite to share with your guests.
- Ladies Lunch Logo and Charity details
- How-to-guide about which online platforms to use
- Ideas for games/raffle to do with your guests to raise money at your event
- Link to a special donation set up for the Virtual Ladies Lunch Toolkit
- Special welcome video from Revive CEO Iain Morrison (will be sent out to you by email when you sign up to do your own event)

How to register for this event?

Once you have looked at the information, and are happy to host your own 'virtual table'. Just get in contact with me at cara@revivemssupport.org.uk and I can register you as a host, and send you out our **Host Thank You Gift**. I can also arrange a wee zoom chat with you to discuss any questions you might have about hosting your own event. And you can always come back to me while planning your event for further information, we are all learning to go virtual together!

What happens after the event?

Once all the Virtual Ladies Lunch events are over, I'll be in touch with each host to let you know how much has been raised in total throughout the month of November, so that you're able to share that with your ladies.

A suggested invite to share with your guests:

Think about who you would like to invite, how long you want your event to last. Staring at the screen is really tiring, so an hour to 2 hours is probably the best. Think about the best time for you and your guests. We always have it as a lunch, but you might want to do something in the evening.

This is what Jane Butler sent to her friends:

As we're not able to have our Revive Ladies Lunch this year I thought it might be a nice idea to still get together, albeit virtually, for a catch up. You can get dressed up if you want, and you can actually have lunch during the call if you want too! I'm just sending out invites to the main people in each household so feel free to have, for example, Alison have the girls say hi too.

If you are able to, it would be great if you could donate something to Revive in lieu of actual tickets as their income has obviously been affected due to Covid. I was thinking £10 per head for the "ticket". I'm hoping to have a few things to raffle on the day so if anyone has anything they can donate that would be appreciated - again £10 for a raffle ticket so that would be a minimum donation of £20 for both. However, please don't feel under any pressure to donate as I know some will have been affected by Covid. I'd rather see your pretty faces than not at all!

Never done this before so if anyone has any suggestions please let me know!

Jane xxx

Ladies Lunch Logo and Charity details

Revive MS Support is a Registered Charity. Our charity number is SC022886.

Revive MS Support aims to be Scotland's leading provider of support for people living with multiple sclerosis, including their family and carers. More information can be found about our work at www.revivemssupport.org.uk.

A few logos you might want to use in any social media posts, or as part of your invite design:



Revive MS Support



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How-to-guide about which online platforms to use:

There are a number of online platforms to deliver an event like this. Our first recommendation is use what you know. So, if you have already been 'zooming' during lockdown and are really familiar with that platform, then go for that. Another thing to think about, is what do your friends like using? If they're all using Facebook, then Facebook Messenger Rooms would be a great choice.

Jane did some research into what platforms are available as her friends all use different social media. She wanted to know how easy it would be to collect donations, plus share Iain's welcome video which would mean she would need to share her screen with everyone so that everyone could see it at the same time. Here are her findings for using Facebook Messenger Rooms, WhatsApp and Zoom.

Facebook Messengers Rooms

- Works without need to download anything - create event and opt for Messenger Room.
- Screen share available.
- Can donate through Facebook pay or use donation page.

WhatsApp

- Require to have WhatsApp on PC/phone.
- No screen share available.
- Would have to use donation page.

Zoom

- Can send invite via a link but then have to download on PC/phone.
- Screen share available.
- Would have to use donation page.

Based on this, Jane would highly recommend Facebook, if all guests use it, but if not Zoom would be the next best option. There are lots of other online options available, but these 3 are probably the main ones via widely accessible social media platforms.

We are currently working on short walkthroughs to show you how to set-up an event on each platform.

Ideas for games/raffle to do with your guests to raise money at your event and a link to our Ladies Lunch donation page.

Raffle

Keep it simple! If you have a few items in the house, or that you can lay your hands on from friends, take a photo of them and send out to your guests before the event, to let them know what the prizes are. Set a ticket price and ask people to pay for their ticket via the donate page. They'll need to let you know that they want to play. Then pop the names on pieces of paper, fold them up and put them in a bowl or bucket. Then you can draw the names 'live' during your event. Make sure when people collect/you deliver the prizes, that you are following the Government COVID guidance for your area.

Honesty Quiz

This always goes down well at our Ladies Lunch. It involves asking personal questions that are a bit cheeky, and you can decide if they answer yes, they get to stay in the game, or maybe the 'no people' get to stay.

For example:

If you are wearing slippers out of shot of the camera, you are out!

If you have had a DIY Haircut Disaster during lockdown, you are in!

Again, you can ask people to make a donation to play the game or have it as a funny freebie. Make sure you have a nice wee prize to give the winner. This could be a printable certificate! (I can do this for you just ask)

Entertainment

Are you, or your friends good at singing/playing an instrument that could be used as entertainment? Or do you fancy playing music and having a bit of a boogie? We have done both at our live event, and we do enjoy having a theme. Last year's 'Strictly' theme was our best event yet! You could also make up a quiz. I know a good quizmaster that could help with that!

Virtual Ladies Lunch Donation Page:

By using our donation page, you don't have to deal with cash, and all monies will come straight to the charity. I will send each host what the final total raised throughout the month.

<https://app.etapestry.com/onlineforms/ReviveMSSupport/LadiesLunchToolkit.htm>
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