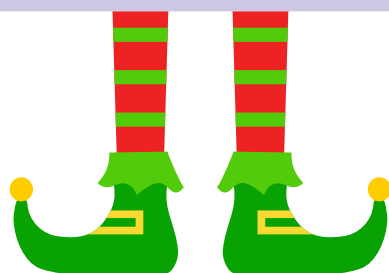




How to organise your National 'Elf Service Day



Thank you for helping us bring some elf magic to NHS Lothian patients, visitors and staff. From decorating wards with tinsel and trees and surprise presents from 'Santa' to festive music and fun activities, there are many ways that we support staff to spread joy to patients at Christmas. We couldn't do this without you. The money you raise helps create happy memories across NHS Lothian hospitals and communities for patients who are unwell over the festive period.



Below are some handy tips to get the most from your day and boost your fundraising.

- Set up your JustGiving page by scanning this QR code with your mobile phone camera or visit www.justgiving.com/nhslotiancharity.
- Send a save the date to everyone you would like to invite – inviting people to dress in their best elf costume or Christmas jumper and make a donation. Include your JustGiving link as some people might not be able to attend but would love to donate. You can also use the poster in your pack to invite people to your day and display around your office or community.
- Start organising other activities to make the day extra fun and generate some more donations. Try organising:
 - A festive bake sale
 - A raffle
 - Ask for gift donations and wrap them up to play 'guess the weight of the present' game where the winner wins the gift!
 - Have a prize for the best dressed
 - Cut out our Elfie Selfie hats from the pack and take lots of fun photos
 - Ask for a donation to help guests find their inner elf – use the fun elf name generator included and make name tags for everyone
- One week before the event, send a reminder to your guests.
- Generate your own QR code from your JustGiving page so people can scan to donate if they do not have cash. You can create your QR code by simply adding /qrcode to the end of your JustGiving link to create this.
- On the day have fun!
- If you have any cash from your National 'Elf Service Day you can pay it onto your JustGiving page or contact us for other options at fundraising@nhslotian.scot.nhs.uk
- Thank your guests and let them know how much you've raised!
- Let others know about your achievement by sharing some photos on social media. Tag @nhslotcharity and #TNESD
- Give your 'elf a big pat on the back, well done!

