

A black tablet with a blue screen. In the center of the screen is a white circle with a blue border. Inside the circle, the text 'Virtual Dinner Par-tea' is written in pink, with 'Virtual' in a sans-serif font and 'Dinner Par-tea' in a cursive font. Below this, 'for Phyllis Tuckwell' is written in a smaller, dark purple sans-serif font.

**Virtual
Dinner
Par-tea**
for Phyllis Tuckwell

A silver fork is positioned on the left side, and a silver knife is on the right side, both pointing towards the center. They are set against a white background with a purple wavy border above them.

**Guide to hosting your
own virtual dinner party**



Introduction

At a time when we can't meet friends down the pub, go for dinner, or meet up for afternoon tea, we can all start to miss our social get-togethers.

So why not banish your social blues by hosting a Dinner Party in aid of Phyllis Tuckwell? Bring together friends and family from the comfort of your own home and donate what you would have spent on a meal out.

This pack will give you some information about how to go about setting up your virtual Dinner Party and some extra ideas to make it a real hit.

Step-by-Step Guide

A guide to planning your gathering and ideas to consider.

1. Plan your event:

- What type of event do you want to organise? A dinner party? Afternoon tea? A cocktail party and evening drinks?
- Who would you like to invite and what may hold them back from 'attending'? Are they at work or working from home, and so perhaps unable to attend a mid-week social, for example? Do they have children and will they also be invited?
- What time and date will the event take place?

2. At your virtual dinner party, it's important that you can all

see each other! You will need reliable internet access for a live video call - there are lots of platforms you can use for this. Some of the most popular are: WhatsApp, Skype, Zoom and Facetime - but be aware some have time limits which may interrupt your party and some need specific app downloads / PC connection. Have a look to see which platform would work best for you.

3. Food

- a dinner party wouldn't be a dinner party without food and drink! You can either choose to send out menu cards via email, so everyone can have a go at cooking the same meal (you could even make this into a competition!) or you can let people choose their own food. Either way, make sure you specify a time for everyone's meal to be ready, so you can all eat at the same time. Your party can start earlier if you like, with food 'served' a little later on, just as it would be at a dinner party. Everyone can enjoy their favourite tipples straight from the fridge while they have a chat before dinner.

4. Set up your donation page. You can easily set up a fundraising page in aid of Phyllis Tuckwell through Just Giving, using this link: XXXXX Once it's set up, you can share the link with your guests when you send out the invite, so everyone can donate what they would usually have spent on a meal if you had gone out for the evening.

5. Send invitations to your friends and family inviting them to the dinner party. You can do this via a text message, email or social media, but make sure you mention what video platform you will be hosting your party on and share any links/events if required. Tell people the date, time, food and drink information, and any other details – maybe you want to theme the evening?

6. The Event!

- On the day, prepare where you're going to be sitting. On the sofa? At the dining table?
- Find a secure place to sit your phone/tablet/laptop if you are going to be moving from one room to the other, so it avoids distracting everyone and causing loud noises (you know, the one where your phone falls off the arm of the sofa!).
- Think about what food needs preparing/cooking and make sure your drinks are in the fridge.
- Finally, if there's a theme, prepare your decorations in the background and put on your fancy dress outfit!
- When it gets to the start time of your event, make sure you're ready to lead the video call and watch as others join!

Enjoy your evening and remind everyone that their fantastic donations will make a huge difference to local patients and families who are living with an advanced or terminal illness, such as cancer.

We can send you posters and logos to help you brand and advertise your dinner party, so if there's anything you're looking for, just ask and we'll see how we can help! We hope you have a great time hosting your virtual event. We'd love to see how you got on, so please do take some photos or screenshots to share with us – but make sure you have everyone's permission before taking them!

Thank you for your support

**For more information, or if you have any questions,
please contact 01252 729446 or fundraising@pth.org.uk**

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