

How to Turn it Purple at work



You've decided that you want to get involved with Turn It Purple at work which is absolutely amazing! To ensure your day goes smoothly and you have lots of fun, we've put together a checklist to help you organise your Turn it Purple event at work.

○ Step 1: Set the date

World Pancreatic Cancer Day is being held on 21st November, but as the whole of November is Pancreatic Cancer Awareness Month, you can hold your event on any day that best suits you! Choose a day that works for you and preferably one for your colleagues too. That way, you'll raise more money and have lots of fun!

○ Step 2: Let people know what you're doing

Make sure you discuss organising your event with your boss or manager and that they're happy for the office to take part. Ensuring you have their support will make the whole process run more smoothly!

Once you've been given the go ahead, send out an email, put it in everyone's diaries, add it to your company intranet, and stick posters up in your office. Try putting posters on the back of toilet doors, above the hand dryer and in the lunchroom – people will most likely read them there!

Make sure to tell everyone why you're taking part in Turn it Purple. People are more likely to support you and take part if they know what the event is for. It will also mean you'll have the most incredible day!

○ Step 3: Choose your games and activities

Decide what exciting fundraising activities you want to do on the day. For example, you

could: hold a bake sale, best cake award, sweepstake, bingo, raffle, tombola, or even a best outfit competition. Don't forget, you also have a Treasure Map game in your Turn it Purple pack!

Ensure you give yourself plenty of time to consider what you'll need for your activities to prevent any last-minute stress. Remember, we're just at the other end of the phone or email if you need any help or advice.

○ Step 4: Enlist some helpers

Once you've decided what you're going to do on the day then, see who's happy to help with planning. Let them know your plans and ask what they're happy to help with. You can then set them certain tasks to take some of the responsibility from you. Perhaps you know someone that loves baking or is a budding quizmaster or bingo caller? Make sure to assign these jobs to people in advance.

○ Step 5: Extra materials

Do you have enough of everything? If you need extra decorations, you can download and print more from our website. If you're planning a bigger event where you need more support, just get in touch and we'll make sure you have everything you need.

○ Step 6: What will you wear?

Plan ahead. Does your office have a dress code to adhere to? That's no problem, just get everyone to wear purple socks or order some Pancreatic Cancer Action pin badges instead. If you work in a bigger organisation, you could organise each team to wear a different purple-coloured theme. The best dressed team wins the best-dressed prize.

Step 7: Send reminders

Send an email around a week before and then a day before the event to remind your colleagues to wear something purple and to bring some cash to work. Not only will it remind people about Turn it Purple, it will also get everyone in the office excited for a day of wearing purple, eating cakes, playing games and fundraising.

Step 8: Print Gift Aid forms

Don't forget to make sure you've got enough Gift Aid forms! We've supplied one in your pack but if you need more, you can print download and print from our website (www.panact.org/TIP-downloads). Gift Aid allows us to claim back an extra 25% of each donation given to us by a UK taxpayer. This is an easy and free way to increase your donation!

A few days before your event, print out any extra Gift Aid forms you think you'll need. On the day, you can put these forms next to the collection box, so people know to fill them out whenever they donate. Remember to read the form carefully and ensure that each person has given their home address and ticked Gift Aid on the form. Without their personal address, we can't claim Gift Aid.

Step 9: Social media

You've organised and planned, and now your Turn it Purple day is here! Make sure to take

lots of pictures of you and your colleagues having fun and share them with us – we love seeing your photos! You can Tweet @OfficialPCA, tag Pancreatic Cancer Action on Facebook or use the hashtag #TurnItPurple on Instagram. You can also email any photos to: fundraising@panact.org.

Step 10: Pay in your fundraising

Once you've collected all your donations from the day, simply pay in using one of three simple methods:

Pay in the bank: Take your donations to the bank and do a bank transfer. Please don't post cash as this can get lost.

PCA bank details:

Bank: HSBC

Account no: 41412345

Sort code: 40-23-15

Pay online: You can use the donate form on our website or call us on 0303 040 1770 and we can take payment over the phone.

Send us a cheque: Write your cheque payable to Pancreatic Cancer Action and send it in the freepost envelope in your pack. Don't forget to let us know who you are and details of the event otherwise we can't thank you!

