# LANCASHIRE HOTPOT NIGHT

A guide to hosting your own fundraising event

north west cancer research

# HOTPOT RECIPE

**Serves:** 4 **Time:** 20 (prep) 1hr 40 mins (cook)

PRINT ME!

## Ingredients

- **100g dripping or butter**
- **3 lamb kidneys** sliced, fat removed
- **900g stewing lamb** cut into chunks
- **2 medium onions** peeled and sliced thin
- **4 carrots** peeled and sliced
- **25g plain flour**
- **2 bay leaves**
- **2 TSP Worcestershire sauce**
- **900g potato** peeled and sliced
- **500ml lamb or chicken stock**

## Instructions

1. Heat oven to 160c / fan 140c
2. Heat a little of the 100g dripping or butter in a large shallow casserole dish
3. In a pan brown 900g stewing lamb chunks in batches, move to plate, then repeat with the sliced lamb kidneys, removing to plate
4. Fry 2 chopped onions and 4 peeled and sliced carrots in the pan with a little more dripping until golden
5. Springle over 25g flour and allow to cook for a few minutes before shaking over 2 tsp Worcestershire sauce
6. Pour in 500ml of stock, then bring to a boil
7. Stir in stewing lamb, kidneys, 2 bay leaves and then turn off heat
8. Arrange 900g peeled and sliced potatoes on top of the meat and drizzle with a little more dripping
9. Cover and place in the oven for about 1.5 hrs, until potatoes are cooked
10. Remove the lid, brush potatoes with a little more dripping and turn the oven up to brown the potatoes or finish under a grill for 5-8 minutes

Recipe sourced from **bbcgoodfood.com**

# VEGGIE HOTPOT RECIPE

**Serves:** 4 **Time:** 1hr 45 mins

## Ingredients

- **1 onion** thinly sliced
- **1 garlic clove** peeled and crushed
- **3 TBSP tomato paste**
- **700ml vegetable stock**
- **80g pearl barley**
- **40ml olive oil**
- **4 parsnips** thickly chopped
- **4 carrots** thickly chopped
- **4 celery sticks** thickly chopped
- **1 TBSP thyme leaves**
- **2 baking potatoes**
- **2 sweet potatoes**
- **20g of melted butter**
- **pinch of salt and pepper**

PRINT ME!

## Instructions

1. Place heavy-based pan over medium heat and add oil. Once hot add the onions and cook for 5 mins
2. Add garlic and cook for another 2 mins before stirring in the tomato paste. Cook until it starts to stick to the base of the pan slightly
3. Stir in the stock, along with the pearl barley, parsnips, carrots, celery and thyme
4. Simmer for 25-30 minutes until vegetables are tender and just cooked through
5. Preheat the oven to 180c
6. Use a slotted spoon to transfer vegetables and barley to 4 individual pie dishes
7. Using a ladle, spoon in enough liquid from the pan to cover the vegetables and barley in each dish, topping up with stock if necessary. Leave to cool
8. Using a sharp knife, thinly slice all potatoes and toss in a bowl with melted butter, salt and pepper
9. Lay on top of each pie dish in a fanned circle, alternating between potato varieties
10. Place pie dishes on a baking tray and cook in oven for 45 mins - 1 hr until golden on top

Recipe sourced from **greatbritishchefs.com**

# Start Fundraising

Once you've let everyone know about your **Hotpot Night** it's time to start fundraising. You can collect money on the night with sponsorship forms or online using a fundraising website.

## Just Giving

- Head to **justgiving.com/nwcr** and click 'Fundraise for us'
- You'll be asked to sign in - you can sign up with your email or click 'Continue with Facebook' to use your Facebook login
- Click 'Doing your own thing' in the bottom right
- Fill in the form, selecting 'something else' under event type
- Choose your web address - this is the link you'll be sharing with friends and family when asking them to donate
- Click 'create your page'
- Job done! Your Fundraising Page is now set up and ready to accept donations. Just Giving will send any money you raise straight to us.

## Facebook

- Head to **facebook.com/northwestcancer** and click 'Fundraisers'
- Click on to 'Create a Fundraiser' and from here you can create your fundraising page
- We've provided a cover photo to use alongside this pack - just save to your device and upload
- When it's all filled in click create and now you're ready to share with your friends and raise money right inside Facebook who will send all donations straight to us

### Don't Forget!

You can edit your page by clicking your icon in the top right and selecting 'your fundraising'.

From there you can click 'edit this page'. Be sure to include as much detail as possible for those donating, maybe even your reasons for supporting us!

## Fundraising Offline

Don't worry if you're fundraising offline or collecting on the night. You can use our sponsorship forms to keep track of all your donations and make sure we can make your donation goes even further by claiming Gift Aid.

Simply send your complete sponsorship forms to:

**Fundraising Team**
**North West Cancer Research**
**200 London Road**
**Liverpool**
**L3 9TA**

Or tally up your total and donate it altogether at:
**nwcr.org/donate**

## Gift Aid It

Did you know you can make your money go further without having to do a thing? Remind your sponsors to tick the Gift Aid box and supply their address on your sponsorship forms, or tick the Gift Aid box online.

**If you're a UK taxpayer, every pound you donate is worth £1.25 to us.**

## Double Your Money

Get your employer in on the action with Matched Giving.

Many companies will pledge to match the fundraising totals of their employees, so check if your employer offers it. It's a super easy way to boost your sponsorship total.

# Shout About It

Whether you're inviting your closest friends or it's the more the merrier, get the word out about your Hotpot Night!

## Social Media

Use our ready made social media graphics (included in this pack) to post about your Hotpot Night on your Facebook, Instagram and Twitter. Or set up a Facebook event full of all the details and invite your friends.

## Email

Send out your event invitation or virtual event link to your friends via email with our template message (included in this pack).

## Posters

Trying to spread the word? Print off one of our event posters (included in this pack), fill in the details and put up in your workplace or local community spots.

## Fundraising Page

Don't forget to share your fundraising page link on your social, by email or even add it to your poster to boost your fundraising. Even those that can't make it might still support you!

# Message Templates

Copy and paste to your friends and family, change as you see fit and get more people involved in your Hotpot Night!

## Email

Hi [Name]

You're invited to my Hotpot Night in aid of North West Cancer Research!

On [date of event] I'll be hosting a Lancashire Hotpot Night to raise money for much needed cancer research across the North West and North Wales.

North West Cancer Research are an independent charity dedicated to putting our region's cancer needs first, funding pioneering research to tackle the cause, improve the care and find the cure for cancer.

Hope you can join me for Lancashire Hotpot Night and to fundraise as much as possible for such a great charity! I'll be raising money at: [fundraising link].

Let me know! [Insert Facebook event link or your contact details].

See you soon - [Your Name]

## Social Media

Join me for Hotpot Night in aid of @northwestcancer!
When: [date and time]
Where: [location/virtual meeting details]

I'm raising money at [fundraising link].

[Include your contact details or Facebook event link].

Join us for a charity

# LANCASHIRE HOTPOT NIGHT

to support life-saving cancer research in our region

**When:** _____

**Where:** _____

**Price:** _____

north west cancer research

Registered Charity No. 519 357

nwcr.org

# Go Virtual

Whether in person or online, you can make your event a hit by following our fuss-free tips and tricks!

## Get Started on Zoom

- Head to **zoom.us/download** to download the desktop app
- Once downloaded open up your app and sign in, you can create an account or use your Facebook or Google accounts
- Click 'Schedule' to set your Zoom up ahead of time
- Once you've filled all the details in be sure to copy and paste the link to all your guests - or send it to their email inbox

>>

### Make it a Competition!

Why not have your own Hotpot 'Come Dine With Me' with friends by sharing your own recipes one week at a time and each recreating them ahead of your online meet-up and then each scoring the dish.

At the end of the cycle the chef with the highest scoring hotpot is crowned the winner!

### Dress Up!

Add another element to your event with our print and cut-out props or pick a theme.

70s night, anyone?

# Go Virtual

## Get Started on Skype

- Head to **skype.com/en/get-skype/** to download the desktop app or go to your app store for mobiles and tablets
- Once downloaded open up your app and sign in - you can create an account or use any Hotmail or Outlook you may have
- Click 'Meet Now' and set up your meeting
- Make sure to copy your meeting link and send to your friends!

**Other Alternatives:**

Google Hangouts

Facebook Messenger

Houseparty

Microsoft Teams

# HOTPOT CHAMPION!

Congratulations, you're the winner of the Lancashire Hotpot Night competition and reigning hotpot Champion!

Signed _____

Date _____

north west cancer research

Putting our region's cancer needs first

Charity No 519357

www.nwcr.org

# Lancashire Hotpot Competition

## Leaderboard

| Chef | Date | Total Score |
|---|---|---|
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# SPONSORSHIP FORM

Name: _____ Email: _____

Phone: _____ Event Name: _____ Event Date: _____

Address: _____ Post Code: _____

Thank you for your donation. Please fill in the form with the amount you're giving and your home address. If you're a UK tax payer, please tick the Gift Aid box and each £1 you donate will be worth 25p more.

giftaid it

| Full Name | Address | Post Code | Giftaid it | Sponsor Total | Date Paid | Hear from NWCR* |
|---|---|---|---|---|---|---|
| Jamie Lancaster | 62 Kings Lane | L5 2WF | ✓ | £10.00 | 12/1/20 | ✓ |
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|---|---|---|---|---|---|---|
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Total Donation £

## GET CONNECTED

For more information or any queries, please get in touch with NWCR.

@northwestcancer

@northwestcancerresearch

www.nwcr.org
0151 709 2919
info@nwcr.org

**Giftaid Declaration**
If I have ticked the box headed 'Giftaid It', I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Giftaid claimed on all my donations in that tax year, it is my responsibility to pay any difference.

****Data Protection**
Please tick the 'Hear from NWCR' box to recieve news and event updates by post. You can change the way you hear from us or stop recieving communication at any time by emailing info@nwcr.org or calling 0151 709 2919.

**Please return this form to: Fundraising, 200 London Road, Liverpool, L3 9TA**

Registered Charity No. 519 357

FUNDRAISING REGULATOR

Cut out and tape to lollipop sticks or bamboo skewers for the perfect Hotpot Night prop!

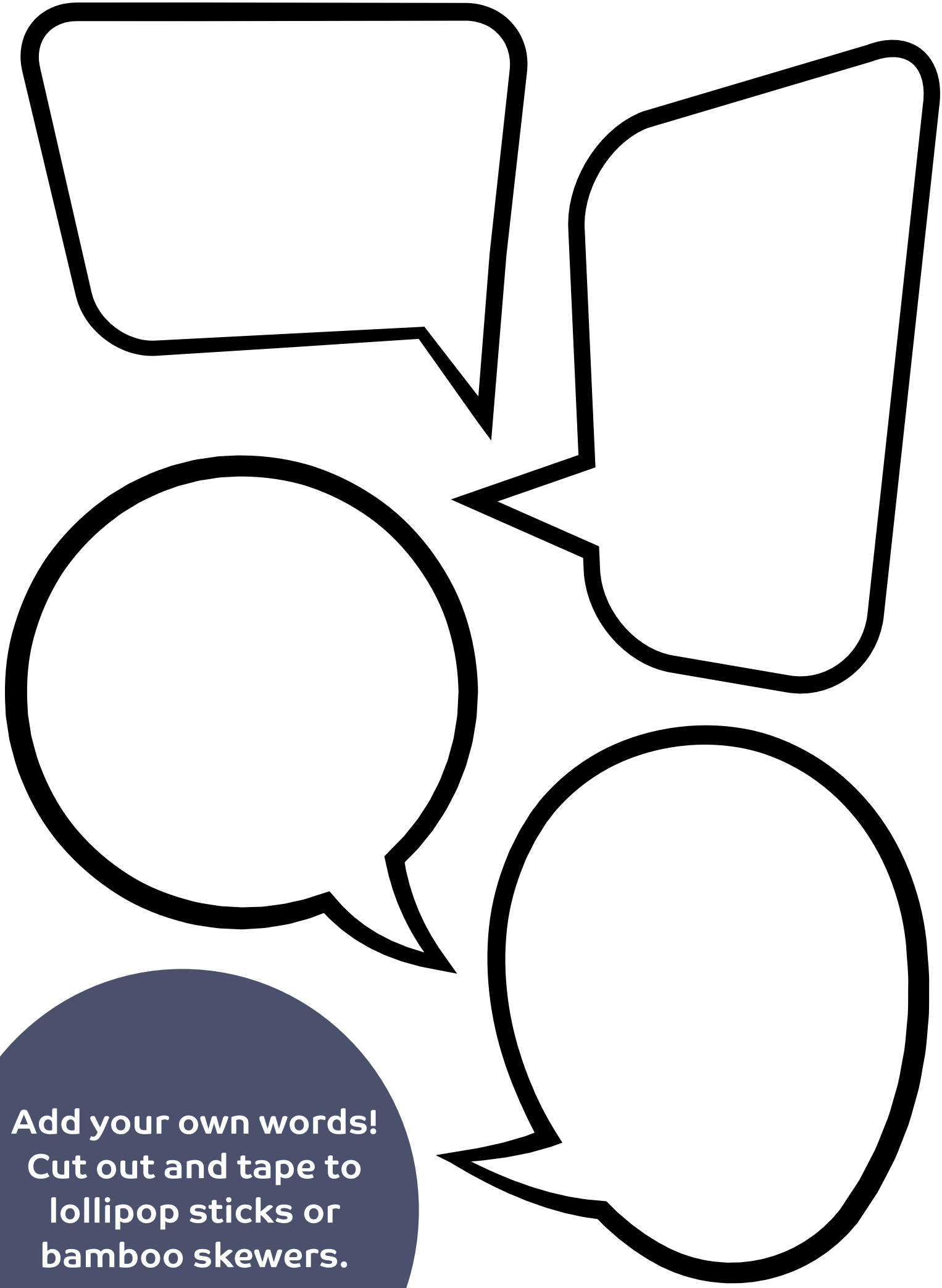
REET GOOD!

WELL CHUFFED!

BOB ON!

STARVIN' MARVIN'

Cut out and tape to lollipop sticks or bamboo skewers for the perfect Hotpot Night prop!



Add your own words!
Cut out and tape to
lollipop sticks or
bamboo skewers.