



PATCHING PARTY PLANNER

BIOS would love you to host a Patching Party this May!

Please take lots of consented photos send to visibilityleads@orthooptics.org.uk
We will use #WePatch

Your great work will be celebrated on
World Orthoptic Day, 2nd June 2025

Party Date

Party Time

Party Location

GUEST LIST

<i>Guest name</i>	<i>Invitation Sent</i>	<i>Attending</i>
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
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TO COMPLETE

4 weeks to go



Register your intentions to host a patching party:

Email visibilityleads@orthoptics.org.uk

You will be sent lots of resources and support throughout the process

Also see 'Patching Party Pack' on the BIOS website

'Address the Barriers' early to ensure you can get involved



Think about time and location:

- When is your May Half Term?
- When are orthoptists and play team available?
- Can you reserve a space within your hospital?
- Can the waiting area be used during quiet clinic time?



Get the right people on board:

- Send letter to the Team
- Send letter to the Service Manager
- Send letter to the play team
- Complete Patching Party Audit if necessary



Approach the charitable department of local suppliers for food/snack donations

Contact Guidedogs for large printed books to use for story time

<https://www.guidedogs.org.uk>

Contact Starlight Charity for Play Well boxes to be used for games, prizes and party bags <https://www.starlight.org.uk>



Identify Patients to be invited to the patching party

- Current patchers
- Those recently finished treatment
- Those about to start on treatment

Arrange your guest list

Think about your capacity and prepare for siblings



Make Invitations and give these to patients

Put up a Patching Party Poster in your waiting area

2 weeks to go



Arrange Activities:

- Colouring in
- Pin the patch on the poster (blindfold game)
- Patching Story Telling
- Question Time
- Arts and Crafts, eg. decorate the patch, DIY party hats and bunting
- Pass-the-parcel
- Musical statues

Include a mix of games, crafts, and educational sessions suitable for different age groups, capabilities and interests.



Prepare party bags



Chase delivery for food, snacks, starlight play well boxes and guidedog large print books



Collect RSVP from patients

Day before

Set up decorations and prepare activities

Print out BIOS Consent Forms to be used for filming and photography

Send reminder to patients who have RSVP

Confirm plan with staff attending

Confirm arrival of food and snacks

Day of Patching Party



Final set up preparations, collect food and snacks



Welcome families



Play fun games, toys and activities



Patching story time featuring Guidedogs large print books



Question time



Collect BIOS Consent Forms

Take photos together

Send content and consent forms to visibilityleads@orthoaptics.org.uk

Promote your Patching Party Success Story with your Trust



Send home with party bags