

## How to **organise** a coffee morning

A fantastic way to bring everyone together and support our lifesaving services.

### Planning the day

- Choose a date that doesn't clash with events in your community.
- Choose a venue or room- is it accessible?
- Who are you going to invite? Attendees, their friends and family, local groups?
- Don't forget, not everyone likes coffee, include tea and soft drink options for your younger guests!
- Ask your local supermarket or bakery if they would donate some cakes to help keep expenses down. Could they could also advertise on their shop notice board?
- Volunteers: make sure you have helpers to set up, to serve the coffee and to bake some cakes!

### Fundraising ideas

- Ask for a donation for drinks and food.
- Decorate collection buckets and tins. Where will they be placed?
- We can help create posters and leaflets to allow donations through a phone!
- Add some extra activities: have a tasting competition and ask your guests to vote for their favourite cake, hold a quiz, or hold a jumble sale, clothes swap or raffle?
- Make sure you tell us about it and we can send you out some materials to brand your event.

### Spread the word

- Advertise your coffee morning with posters in your church, at the end of services and local notice boards.
- Speak to your local groups to see if anyone is interested in attending.
- Do you have an email list to invite people?
- Perhaps a social media page you could advertise on?

### After the big day

- Remember to thank your guests and volunteers for their support.
- You could get your event in any local papers or newsletters. Send a press release with a photo and final total.
- Send in your donations using your donation return form to CrossReach as soon as possible after the event and let everyone know how much was raised.
- Celebrate your incredible achievement helping to save lives.

*Thank you*

