



Douglas Macmillan Hospice Time For Coffee - Tips For Success

Organising your coffee morning

Put the date in your diary – Friday 9th October

If this date does not suit you then choose a date which is more convenient for you.

Choose the venue for your coffee morning

This might be at home, work, a group you attend, school, community hall, public place or anywhere you like!

Promoting your coffee morning

If you are holding a small coffee morning then you will simply need to tell friends, family, colleagues where and when to come and raise a cup with you.

If you want your coffee morning to be a larger event then write the details of your coffee morning on the **posters** provided and display in public places e.g. local shops, doctor's surgery, gym or at work.

The day of your coffee morning

- As the organiser of your coffee morning you will need to make sure you have all the refreshments organised. You could ask people to bring a cake!
- As you trying to raise as much money for the Hospice as you can, make sure you ask people to make donations for the coffee they drink and the cakes they eat.
- Don't forget to ask people to **giftaid** their donations (read on).
- Use the posters and balloons to decorate your venue.
- Make sure you have something to collect all your guest donations inside. For those who can't make it you could ask if they would like to make a donation and raise their cup when they can.



Fundraising ideas for on the day!

- You could set up a stall on the day selling items which have been handmade by your guests from cakes and preserves to cards and crafts. Don't forget to ask people in advance.
- Ask people to bring unwanted presents or speak to local businesses and see if they will donate gifts to use in a tombola, raffle or auction. You could have a bric or brac stall if you have lots of items.
- You could organise other competitions throughout the morning. For example the best tasting *cake competition*, *home grown produce competition*, *guess the weight of the cake*.
- You could ask people to browse our Hospice Christmas Selection Booklet to order their Christmas Cards!

Make your donations worth even more!

- You might not be aware that at no extra cost to you or your guests you can increase the value of your donations. To do this you simply need to get everyone making a donation to **giftaid** it.
- For every £1 people donate to the Hospice, we can claim an extra 28p from the government.
- You will find enclosed a donation form.
- Simply ask people to complete their full name, address and to tick the gift aid box if they are able to **giftaid** their donation.
- Before people **giftaid** their donation you will just need to check if that person is eligible. If you are a UK Taxpayer or are paying tax on a pension, stocks, shares then you are eligible.
- Something you as the organiser must ensure is that we have **your** home address on the donation form.