

HOW TO ORGANISE A COFFEE MORNING



saving the lives
of people with
blood cancer

A great opportunity to get your favourite people together, catch up and raise vital funds to help grow the work of Anthony Nolan!

PLANNING THE DAY

- Choose a date that doesn't clash with events in your community.
- Choose your venue: at home, in a local community centre or even at work.
- Get your community involved – are there any local groups who may want to run a stall or help in some way?
- Don't forget that not everyone likes coffee, so include tea and soft drink options too.
- Ask your local supermarket or bakery if they would donate some cakes to help keep your expenses down. We can give you a letter confirming that you're fundraising in aid of Anthony Nolan if you email community@anthonymolan.org
- Volunteers: make sure you have helpers to set up, to serve the coffee and to bake some cakes!



HELP WITH FUNDRAISING

- Make sure you let us know about your coffee morning so we can send you some materials to decorate the venue with.
- Ask for a donation for drinks and food.
- Add some extra activities: have a tasting competition and ask your friends 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 at work, social clubs, local businesses, and on social media using our charity branded posters.
- Speak to your local groups to see if anyone is interested in attending (for example religious groups, sports groups, volunteer groups or toddler groups).

KEEP IT SAFE

Take a look at the Food Standards Agency website in advance to ensure that you follow their guidance when selling food (food.gov.uk). It is good practise to accurately label any food with any ingredients that could cause an allergic reaction. For more health and safety guidance please see our fundraising guidelines.

AFTER THE DAY

- Send a quick email or text to anyone who helped you straight after your coffee morning to thank them for helping.
- 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 Anthony Nolan as soon as possible after the event, and let everyone know how much was raised.