

# HOW TO ORGANISE A COFFEE MORNING



## Choosing your venue

First of all, decide how big an event this is likely to be. For example, will it just be coffee and cake or will there also be stalls?

This will help you decide how much space you're likely to need.

Consider the cost of any potential venue and the facilities they offer; for example, the number of tables, chairs and toilets, whether it is wheelchair accessible and whether there's a kitchen area for making tea and coffee, and of course the washing-up!

## Setting a date

Once you've picked the venue, agree a date that gives you enough time to prepare and that doesn't clash with other events in the community.

When confirming the start and finish, remember to factor in enough time to set up and clear away.

## Making preparations

- **Recruit your volunteers** - you will need people to bake, to advertise your sale and to set up and serve on the day. Make sure everyone knows their role and that bakers know where and when to deliver their delicious creations.
- **Start advertising** - use emails, posters, flyers, Facebook and Twitter to let as many people as possible know about your coffee morning. Remember to include the date, time, location and the name of the charity - along with an idea of what people can expect. Local newspapers or radio stations might also be prepared to spread the word, especially if you emphasise the cause, so why not give them a call and speak to someone who covers community events?

- **Decide what to bake** - consider the cost of the ingredients and how much you can realistically charge to work out what the profits might be. Try to provide nut-free, gluten-free and vegan options to widen your market.
- **Decide what to charge** - for example, will you charge a set amount for a cup of tea/coffee, or simply accept donations? And what will you charge for a slice of cake?
- **Label clearly** - write cards with the name and price of each item (and be sure to say if they contain nuts).
- **Invite participation** - contact any local groups who may be interested in running a stall - or helping out.
- **Ask for donations** - contact local businesses to see if they would be prepared to donate food, drinks or raffle prizes. Remember to say that you're fundraising for Worldwide Cancer Research.
- **Think ahead** - decide what to do with any leftover cakes and prizes.

### Keeping everyone safe

Great care must be taken when handling food, so be sure to follow the basic rules for safe preparation, cooking, storage and display - to avoid any nasty upsets.

The Food Standards Agency has a useful booklet called 'Preventing Food Poisoning - Good hygiene at home', which can be downloaded free of charge from their website. Information can also be found on the NHS Choices website and from your local authority.

Please make sure that all volunteer bakers are aware of these regulations and act accordingly.

### Getting kitted out

You'll need:

- ✓ Tea, coffee, milk and sugar
- ✓ Soft drinks such as squash or juice
- ✓ Cakes, plates and napkins and cups
- ✓ Access to a bin (or bin bags)
- ✓ Buckets/collection tins
  - *These need to be empty and sealed at the start of the collection so you know exactly how much you raised on the day*
  - *It's a good idea to have a 'float' - a certain amount of coins in case your customers need change*
- ✓ Worldwide Cancer Research T-shirts

- *One for each volunteer*
- ✓ Leaflets/ information about Worldwide Cancer Research
  - *Make sure each volunteer knows a little bit about Worldwide Cancer Research, so they can tell people where the money is going - and what good it will do. You can find lots of information about our work on our website [www.worldwidecancerresearch.org](http://www.worldwidecancerresearch.org)*

### Succeeding on the day

Arrive in plenty of time to set-up - and let the appropriate person know that you're there.

It's a good idea to have a rota system for volunteers, so no-one is on their feet for too long. If it's a big event, having someone at the door to greet people might be helpful.

At the end of the sale, collect all the buckets and collection tins together and put the money somewhere safe until it can be counted and banked.

If possible, find a way to let people know how much they helped you raise. [For example, put up a poster on a community notice board to say thank you.]

Finally, count the money with someone else present and bag it up so it can be easily deposited into the bank.

### Paying in the money raised

There are many easy and secure ways to pay in all the money you've raised. You can pay in:

- Online by visiting [www.worldwidecancerresearch.org/donating](http://www.worldwidecancerresearch.org/donating)
- By sending a cheque. Please make it out to "Worldwide Cancer Research" and send it to: Worldwide Cancer Research, Madras House, South Street, St Andrews, Fife, KY16 9EH
- Over the phone by contact our supporter services team by calling 01334 477 910

**GOOD LUCK AND ENJOY!**