

Coffee Morning Guide

Why not see if you can organize a coffee morning at your local church, village/town hall, or even in your own home!



Getting ready for the event

- Select a venue - Find a suitable venue, such as a church/village/town hall
- Advertise the event – Create posters to put up in the local area to promote your event.
- Invite your friends and family and ask them to share the event too!
- Approach organisations who might be interested in helping with the event, for example the Women's Institute.

On the day

- Recruit some volunteers to help on the day and ask them to get there nice and early to help you get everything set up.
- Decorate your venue with a tablecloth and MRF decorations.
- Greet your guests and serve them coffee and cake.
- Tell people about the cause you're raising money for, and ask for a 'suggested donation' – if people know it's for charity they're likely to be more generous!
- Ask everyone if they would like to buy raffle tickets in order to make some extra money.

Jodie raised £1,170.19 from her coffee morning!

- Jodie Marron, Kilimanjaro

What you'll need

- Venue
- Tables and chairs
- Coffee and cake
- Raffle prizes
- Decorations for your venue

The important bits

- Make sure that you clear up after yourself in order to keep the venue clear of tripping hazards
- Take caution in handling and serving hot liquids
- Ask people for a 'suggested donation' for tea/coffee/cake etc. rather than a set price - that way you don't have to pay any VAT!



Top tips

- Give the event a theme: e.g. Christmas, Valentines, or Easter
- Combine several events into one: consider running a quiz or a game of bingo, or having a tombola as part of your coffee morning to maximise donations
- Increase turnout by getting a local club/group involved in the event - e.g. your church, local schools, sports clubs or societies such as the W.I.

"The coffee morning was a great success thanks to all the support of my friends and family"