

# Virtual Coffee Morning Guide



Coffee Mornings are a staple fundraiser, and there's no reason that you can't host one virtually too!

## Getting ready for the event

- Choose a time and date - pick a time that works for you!
- Advertise your event - Set up a Facebook event and invite your friends and family, and encourage them to share the event with their own networks in order to reach even more people! It's also worth thinking about any relevant Facebook Groups that you could share the event into.
- Decide how you're going to host your coffee morning - video calling platforms such as Skype, Zoom, and Google Hangouts all work great!



## What you'll need

- A computer with a camera and microphone
- MRF decorations and t-shirt (optional)
- Raffle prizes (optional)
- A hot brew of your choice!

## The important bits

- Check the most up-to-date government advice on social distancing to ensure that your coffee morning is safe and legal.

[www.meningitis.org](http://www.meningitis.org)

"It's never too late to see how you can adapt your fundraising plans to be online"

- Mike Cox, Kilimanjaro Trek

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## On the day

- Give your coffee morning one last shoutout on social media
- Set up your computer and test the sound to make sure everything is working before you get started.
- Make sure everyone has the link to join your virtual coffee morning, and have your hot drink at the ready!
- Welcome everyone as they join and invite people to start having a good old catch up.
- Make sure you mention why are supporting Meningitis Research Foundation and how people's donations will help MRF to achieve our goal of defeating meningitis wherever it exists. Share the link to your Just Giving page and invite people to make a donation.
- Ask everyone if they would like to buy any raffle tickets in order to raise some extra pounds! (Be sure to let your prize winner know you will get their prize when it is safe to do so).

## Post event

- Thank everyone for taking part and share an update on your Just Giving page to let your supporters know how you are continuing to fundraise!

## Top tips

- Why not give your event a theme in order to make things more interesting?
- Combine several events into one and consider running a quiz or game of bingo as part of your coffee morning.
- Wear your MRF t-shirt if you have one and decorate the room behind you with charity banners in order to remind people of the cause you're supporting.



**For more information contact  
[fundraising@meningitis.org](mailto:fundraising@meningitis.org)**

"If you make it fun for yourself then it is fairly easy to hit that final target!"

- Sarah Blanchard, Kilimanjaro Trek

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