



[www.theislandn1.org.uk](http://www.theislandn1.org.uk)

## **How To Hold A Coffee Morning**

### **Planning the day**

- Choose a date that doesn't clash with other major events.
- Choose a venue: your home, place of work or a village hall.
- Get your community involved: are there any local groups who may want to run a stall or help in some way?
- Don't forget not everyone likes coffee: include tea and soft-drink options.
- Ask your local supermarket or bakery if they would donate some cakes to help keep your expenses down.
- Volunteers: make sure you have helpers to set up, to serve the coffee and to bake some cakes!

### **Raise some money**

- 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; run a quiz; or hold a raffle etc.

### **Publicity**

- Spread the word on-line.
- Advertise your coffee morning at work, social clubs and local businesses.

### **Keep it safe**

Take a look at the Food Standards Agency website in advance to ensure that you follow their guidance when selling food. It is good practice to accurately label any food with any ingredients that could cause an allergic reaction. For information about cash handling, working with children and running a raffle, please consult our fund-raising guidelines.

### **After the day**

- Send a quick e-mail or text to anyone who helped you straight after your coffee morning.
- Get your event in any local papers or newsletters. Send a press release with a photo and final total.
- Pay in your money: download a donations return form or pay your money online. However much you raise, your support will make a difference to vulnerable children and young people in York.