

Tea and Talk Top Tips

1. Plan your event well in advance with clear fundraising goals.
2. Promote your 'Tea and Talk' event through social media, by talking to people and by displaying posters.
3. Make sure people know it's a fundraising event, so they bring some money along.
4. Regularly post updates of your event beforehand, and throughout the day itself.
5. 'Dress' your 'Tea and Talk' table/space e.g. using visuals like bunting, a nice table cover, and posters.
7. Make sure you have a good selection of teas and coffees and ultimately fabulous cakes to tempt people in.
8. Make sure you have enough cups, mugs, plates, spoons for all your visitors.
9. Raise extra funds by putting on a raffle or 'guess the weight of the cake' competition.
10. Have a collection box handy to collect donations.