



How to make your 'Coffee and Cake' event a success!

- ◆ Decide on a date that you know will work for you and the friends that you are hoping will come. Make sure it doesn't clash with anything else your group of friends may be organising.
- ◆ Plan ahead. Work out how many people you can accommodate, how many cakes you will need, how many seats etc etc.. Planning ahead makes the actual day less stressful so you can enjoy your gathering too!
- ◆ Send out invites. You can do this the old fashioned way but using a social media site like Facebook works really well, you can create an event and invite all your friends and as people accept, the word will spread and your guest list will grow!
- ◆ Ask friends to bake a cake and bring along so you don't have to do all the baking and that way you will have a variety of cakes to sell too.
- ◆ Let us know what you are planning and we can provide information about the charity, logos for your invites and anything else you may need.
- ◆ Decide how you are going to make money, will you just ask for donations, charge for tea/coffee and cake, organise a raffle, sell PLANETS merchandise? Set yourself a target, big or small, and work back from this.
- ◆ If you decide to organise a raffle, let people know in advance so they bring money to take part, especially if you manage to secure great prizes.
- ◆ Make sure you have plenty of change available for when you sell items or raffle tickets!
- ◆ Take photos! We love to receive your photos of your fundraising and can post them on Facebook or our website to help encourage other people to do the same.
- ◆ If a friend can't make it because they are working, encourage them to bake a cake and take into work, they can sell to colleagues – every penny counts!

Thank you for getting involved in our 'Coffee and Cake' event!

