

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, such as the W.I. for example.

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 banners and balloons.
- 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.



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Jodie raised £1,170.19 from her coffee morning!

- Jodie Marron, Kilimanjaro

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What you'll need

- Venue
- Tables and chairs
- Coffee and cake
- Raffle prizes
- Decorations for your venue (charity balloons and banners)

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 school(s), sports clubs or societies such as the W.I.



For more information contact fundraising@meningitis.org

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

- Jodie Marron, Kilimanjaro

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