

# How to hold a coffee morning

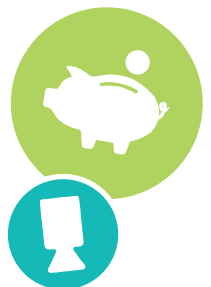
Gather your nearest and dearest and have a natter over coffee and cake, all while supporting cancer patients and their loved ones.

## 1 Planning ahead

- Choose your venue - it could be at home, a local community centre or even at work.
- Pick your date - give people plenty of notice so they are more likely to be able to attend.
- Get the whole community together - see if any local community groups or small businesses would like to join and set up stalls of goodies.
- Put posters up around your community, on charity boards in your local supermarket, or even on Facebook community groups.
- We have some great Tenovus Cancer Care branded materials available, such as banners, balloons, t-shirts and leaflets to help your event shine. Get in touch:  
[fundraising@tenovuscancer.org.uk](mailto:fundraising@tenovuscancer.org.uk)  
029 2076 8863
- Not everyone likes coffee, so offer other things like tea, juice, squash and of course some tasty cakes and snacks.
- Ask your local supermarket, businesses, or bakery to donate goodies to help raise as much money as possible.
- Make sure to have some helpful volunteers on hand to help set up, serve refreshments, or even bake some cakes for the day. Please follow government guidelines on food safety, find out more at [food.gov.uk](http://food.gov.uk)
- When hosting any fundraising event, please take into consideration the importance of conducting a risk assessment and any insurance that may be needed. For more info, please contact the Fundraising Team.

## 2 Raising money

- Collection tins - get in touch with us for some collection tins to pop around the venue.
- Ask people to donate towards the cakes and refreshments.
- Get people involved in extra activities on the day - such as a raffle, a quiz, vote for the best cake or hold a 'nearly new' sale.
- Ask local crafters or makers to come along and sell their items, giving a percentage of the money they make to the charity.



More info overleaf



### 3 After the event

- Make sure to thank everyone who helped and let them know how much you raised!
- Send a press release to your local newspaper, along with any photos and the total raised.
- When counting the cash you raised, look to count in a secure place not in the open. Wherever possible, make sure it's counted and recorded by two people.
- No matter how much you raise, every penny counts! There are a few ways to pay it in:

**By post** - send a cheque made payable to Tenovus Cancer Care, to:  
Tenovus Cancer Care, First Floor, Jones Court, Womanby Street, Cardiff CF10 1BR

**Over the phone** - Call 029 2076 8850 to make a card payment.

**Online** - pay it in on our website at [tenovuscancercare.org.uk/donate](https://tenovuscancercare.org.uk/donate)

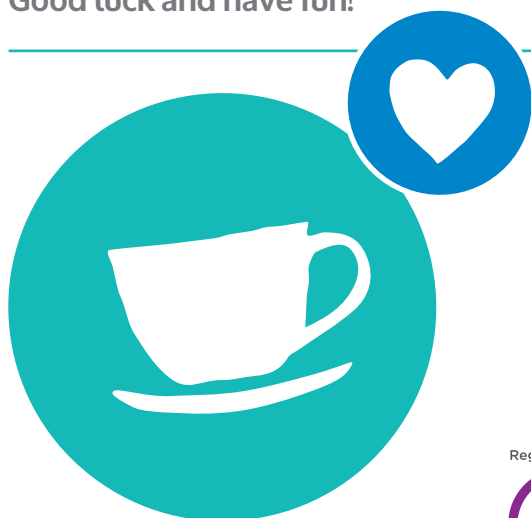
#### Get in touch

If you need anything, we're here to help:  
[fundraising@tenovuscancercare.org.uk](mailto:fundraising@tenovuscancercare.org.uk)  
029 2076 8863

*Thank you so much*

for helping us support people and their loved ones to live well with cancer.

**Good luck and have fun!**



Fundraising for Tenovus Cancer Care  
Registered Charity No. 1054015

Registered with



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REGULATOR



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[tenovuscancercare.org.uk](https://tenovuscancercare.org.uk)