



## How to hold a **Coffee morning**

**To help you raise much-needed funds for victims of crime, We've listed a few tips to make your event a success.**

### **How to hold a coffee morning**

From work to home, cakes to shortbread, if you consider yourself the next Mary Berry there are many ways you can get started and hold a coffee morning following our top tips!

### **Planning**

Decide when, where, who to invite. Invite friends, family, colleagues, neighbours and share on facebook.

### **Get others involved**

Ask colleagues and friends to bring along goods and ask local bakeries and supermarkets for donations too!

### **Extras**

Ask guests for a donation for a coffee and cake  
Guess the weight of the cake  
Cake baking competition  
Tasting competition – Can guests tell their camomile from their green tea?  
Raffle cakes or different varieties of tea.

### **Spread the word far and wide**

From local press to social media, email, text, and let the world know about your coffee sale.

Contact [design@victimsupport.org.uk](mailto:design@victimsupport.org.uk) for a poster to promote your event.

### **Remember**

Cake and coffee is not for everyone! Make sure you have a variety of tea, fruit, squash and juice for everyone to enjoy and donate too!

Be vegan, gluten, lactose and nut friendly! (And add labels!)

Don't forget to thank everyone who volunteered, donated or baked. Let them know the final total raised and how that money will help victims move beyond crime.

### **Get in touch**

We are here to help you plan and make your event a success so please get in touch!

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