

HOW TO ORGANISE...

A COFFEE MORNING/ BRING AND BUY/ OPEN HOUSE EVENT

THINGS TO THINK ABOUT BEFORE YOU START

- What is your event? Who will come? What are your overheads/profits?
- Keep it as simple as possible, stick to what you know and engage the help of your family, friends and local community. Tea, coffee, squash and cakes always go down well.
- After setting a date, venue and time, contact the local press and inform them what the event is for, and when and where it takes place.
- Print some small (postcard size) leaflets and visit all your neighbours. If they are in, hand them a card, explain the event, and ask them to invite their friends. If they're not in, just drop a card through the letterbox. Or consider using the pre-printed CF Trust invitation cards which can be ordered from HQ or from your Regional Fundraising Manager (RFM).
- Visit schools, doctor, library and local shops to put up a poster with the same information as on the card. Coffee morning posters are also available from your RFM.
- Contact your local community networks such as Rotary Club/Lions/Masons/ WI/Church group, and see if they'd like to attend or make a donation.
- What can you get for free? Think of all the people you know who may be able to secure items for free. Friends may be prepared to bake cakes, provide a jar of coffee, biscuits, etc. Local church/WI/scout groups may have a water boiler you can borrow.
- If it's a summer event you could use the garden. You may need a sheltered area in case of rain. Local scouts might loan an awning for free. Be enthusiastic and friendly and be prepared to spend time with anyone you meet if you want them to come. Enlist the help of friends to work with you on the day, leaving you the time to circulate and create an atmosphere.
- Contact your RFM and place an order for factsheets about CF and the CF Trust, posters, banners, balloons etc.



ON THE DAY

- Keep refreshments simple and give good portions so that people are in a good mood to spend more money. Make up menus so that people can see what is on offer and the costs.
- Ensure you have a team of helpers who can help serve, sell raffle tickets, welcome people and direct them to the event.
- Have a display of information about the CF Trust. If your event is near Christmas, consider selling CF Trust Christmas cards.
- Elect one person to be responsible for collecting the money; it may be appropriate to have a simple receipt book to hand too.
- Insist that all helpers wash their hands before serving and regularly throughout the event, licking fingers is strictly forbidden!
- Have an emergency plan in case of rain, ensure that there is provision for your event indoors.

www.cftrust.org.uk

11 London Road Bromley Kent BR1 1BY Tel: 020 8464 7211 Fax: 020 8313 0472 events@cftrust.org.uk

Patron: HRH Princess Alexandra, the Hon. Lady Ogilvy, KG, GCVO President: Duncan Bluck CBE

Cystic Fibrosis Trust registered as a charity number 1079049

A company limited by guarantee registered in England and Wales number 3880213

Registered office: 11 London Road Bromley Kent BR1 1BY

HOW TO ORGANISE...

A COFFEE MORNING/ BRING AND BUY/ OPEN HOUSE EVENT

OPTIONAL EXTRAS

- Sell home-made cakes, jams, marmalade, chutney, fruit, cuddly toys, etc.
- Have a bric-a-brac stall.
- Organise a raffle or tombola. Splitting your tombola into boy/girl/adult will mean everyone wins something reasonably appropriate.
- In summer, a paddling pool (supervised!) will keep young ones occupied. Lollipops and ice cream are also great. If it's a winter/Christmas event, festive lights and warm mince pies will set the atmosphere.

AFTER THE EVENT

- Personally contact everyone who helped in any way. Thank them for their support and inform them how much was raised, and how this will benefit the CF Trust. This will pay dividends for future events. You might mention dates of other events you have planned or that you are aware of in the area.
- Contact local papers to let them know how successful the event was. Inform your Regional Fundraising Manager too!



www.cftrust.org.uk

11 London Road Bromley Kent BR1 1BY Tel: 020 8464 7211 Fax: 020 8313 0472 events@cftrust.org.uk

Patron: HRH Princess Alexandra, the Hon. Lady Ogilvy, KG, GCVO President: Duncan Bluck CBE

Cystic Fibrosis Trust registered as a charity number 1079049

A company limited by guarantee registered in England and Wales number 3880213

Registered office: 11 London Road Bromley Kent BR1 1BY