

YOUR AFTERNOON TEA CHECKLIST

Before your tea:

- Sign up for your fantastic fundraising kit
- Create a JustGiving page [justgiving.com/campaign/AfternoonTea2023](https://www.justgiving.com/campaign/AfternoonTea2023)
- Love baking? Check out our delicious recipes at [breastcancer.org/afternoontea/recipes](https://www.breastcancer.org/afternoontea/recipes) and start planning your scrumptious menu. You could always ask friends or family to whip something up too
- Order any extra materials you need for free by visiting [breastcancer.org/afternoontea/orders](https://www.breastcancer.org/afternoontea/orders)
- Decide on any activities you'd like to do, like our afternoon tea themed quiz. We've got lots of games for little ones too
- Want to talk to other hosts? Join the communi-tea [facebook.com/groups/afternoontea/breastcancernow](https://www.facebook.com/groups/afternoontea/breastcancernow)

On the day:

- Add a few finishing touches. Why not put up some bunting or balloons?
- Don't forget to take lots of photos on the day so you have wonderful memories to look back at. You can tag us in your photos using [#AfternoonTeaNow](https://www.instagram.com/hashtag/AfternoonTeaNow)
- If you're collecting money on the day, don't forget to put out your Gift Aid form for your guests to fill in. We'll be able to claim an extra 25% on their donations
- Enjoy yourselves!

After your event:

- Share your photos on the Afternoon Tea Facebook group and with us at afternoontea@breastcancer.org – we'd love to see them!
- Send us your donation at [breastcancer.org/afternoontea/pay](https://www.breastcancer.org/afternoontea/pay).
- If you've set up a JustGiving page, the money will come straight to us – just let us know when you've finished collecting donations, so we can send you a certificate for what you have raised
- Sit back, put your feet up and feel great!