



YOUR AFTERNOON TEA DELIVERY CHECKLIST

WE'VE PUT TOGETHER A HANDY CHECKLIST TO HELP YOU PLAN YOUR AFTERNOON TEA DELIVERY

Get baking, deliver your treats to friends and family, then ask for a donation. But remember to make sure your plans are in line with the latest government guidelines.

Before your tea:

- Sign up for your fantastic fundraising kit.
- Have fun planning what tasty treats to offer!
- We'd recommend setting up a JustGiving page, so people can donate online when they order their yummy box.
- Dig out your Tupperware or buy some cardboard cake boxes.
- Tell friends and family and start taking orders!
(Don't forget to check dietary requirements beforehand.)

On the day:

- Get baking and start delivering your delicious treats, they're bound to raise a big smile.
- Why not give everyone something extra with their order as a thank you? We have bookmarks available to order on our website.
- Remind people to donate on your JustGiving page.

After your event:

- Collect any last-minute donations and pay in. If you've set up a JustGiving page, you don't need to do a thing - the money comes straight to us. Let everyone know how much you raised together.
- Put your feet up and enjoy the leftovers!