



YOUR AFTERNOON TEA CHECKLIST

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

However you have your tea, please make sure your plans are in keeping with the latest government guidelines.

Before your tea:

- Sign up for your fantastic fundraising kit.
- Set up a JustGiving page to make donating contact-free.
- Love baking? Check out our delicious recipes online and start planning your scrumptious menu. You could always ask friends or family to whip something up?
- Decide on any activities you'd like to do, like our Afternoon Tea themed quiz. We've even got fun activities for children.

On the day:

- Add a few finishing touches! Why not put up some bunting or balloons. You can order some extra materials for free, just go to our website.
- Take lots of photos so you can look back and remember the special day.
- If you are collecting money on the day, don't forget to put out your GiftAid form so we can claim 25% extra from your guests' 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!
- Collect any last minute donations and pay in your fundraising. If you've set up a JustGiving page, the money will come straight to us so no need to worry.
- Put your feet up and feel great!



Breast Cancer Now is a charity registered in England and Wales (1160558), Scotland (SC045584) and the Isle of Man (1200).



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