



# YOUR ZOOM AFTERNOON TEA CHECKLIST

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

You can invite as many people as you like and all enjoy Afternoon Tea together in the comfort of your own home.

### Before your tea:

- Sign up for your fantastic fundraising kit.
- Set up a JustGiving page to make it easy for people to donate before and on the day.
- Send out your invites.
- Decide if you'd like to do an activity. It could be fun to have a quiz or a bake-along. Just enjoying a chat and some cake is perfect too.

### On the day:

- Send out a reminder of the time and the link so people can join!
- Why not decorate your background with some colourful bunting, a bunch of balloons or have some fun with our digital background which you can download online.
- Pop the kettle on and have fun.

### After your event:

- Collect any last-minute donations and pay in your wonderful fundraising, if you've set up a JustGiving page, the money will come straight to us so no need to worry. Let everyone know how much you raised together.
- Put your feet up and feel great!