

YOUR AFTERNOON TEA CHECKLIST

Before your tea:

- Sign up for your fantastic fundraising kit
- Set up a [JustGiving page](#)** so you can raise even more
- 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 too
- 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 our **[afternoon tea community](#)** and share tips and ideas with your fellow Afternoon Tea fundraisers

On the day:

- Add a few finishing touches. Why not put up some bunting or balloons? You can order **[extra materials](#)** for free on our website
- Take lots of photos so you can look back and remember your special day
- If you're collecting money on the day, don't forget to put out your Gift Aid form so we can claim 25% extra from your guests' kind 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 you don't need to do anything
- Sit back, put your feet up and feel great!