

How to organise a Coffee Morning

A coffee morning is a great way to bring together your family and friends while raising funds for NICHS.

Below are some tips to make your coffee morning a success!

Before the event

- Choose your venue. Your coffee morning can be any size you like. Your choice of venue will play a big role in this so you will need to decide where you want to host your coffee morning. You could host it at home, at your workplace, or at a local community centre or sports club.

If you are using a public venue, make sure to check on any licences or insurance you might need.

When booking a venue you will need to make sure you have adequate time for setting up and clearing up after the event.
- Think carefully about a date, so as to make sure it doesn't clash with any other events that your family, friends and community might be attending.
- Speak to your NICHS contact about our branded materials to decorate the event. We can supply buckets, donation envelopes, bunting, banners, balloons and information leaflets.
- Promote the event on your social media. Create some posters to put up in the venue in the weeks leading up to the coffee morning, clearly showing the date and time. You might also want to approach your local paper to advertise.
- Recruit some helpers – you might need help with setting up, clearing away, handling money during the day, and of course – baking/donating the goodies!



During your event

- Think of how you plan to raise money on the day. Some ideas include; charging an entry fee, charging set prices for items, or simply putting out buckets / collection cans to allow guests to make their own donation. You can also include additional activities such as a quiz, "guess the weight of the cake", raffle etc. Why not see if local businesses will donate some prizes.
- You might like to say a few words to your guests about the work of NICHS and the difference their support can make. Your NICHS contact can help you with this.

After the event

- Ask your NICHS contact about the best way to get the money to us. (Perhaps you'd like to take part in a cheque presentation photo for social media.)
- Thank all your volunteers and guests and let them know how much was raised.
- Make sure you're signed up to our mailing list to see how we have put your fundraising to good use!

Chest
Heart &
Stroke

90%

of our work is funded
by fundraising and
donations.

Other tips

- You may wish to check if any of your guests are vegetarian or have particular food allergies. Ask in advance and you can prepare accordingly.
- If you are selling cakes it is essential to label things for allergens.
- Ask your team of helpers if they work for a company that offers matched giving and encourage them to apply for it.
- Social media – you can use Facebook, Twitter and other social media sites to spread the word about your fundraising activities quickly and widely. Remember to tag us in any social media posts and stories connected to your event so we can thank you and share: Instagram @nichstheartandstroke / Facebook @ NorthernIrelandChestHeartandStroke / Twitter @ nichstweet
- Set up an online fundraising page on JustGiving or Facebook – this is a great way to boost donations from people who cannot make it on the day. Ask your NICHs contact if you need help with this. <https://www.justgiving.com>

**If you require any more information
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