



How to...

Organise a Coffee Morning

A coffee morning is a great opportunity to get your favourite people together, catch up and raise money to help Paces.

Planning the Day

- Choose a date that doesn't clash with events in your community
- Choose your venue: at home, in a local community or even at work
- Get your community involved – are there any local groups who may want to run a stall or help in some way?
- Don't forget not everyone likes coffee, include tea and soft drink options for your younger guests
- Ask your local supermarkets or bakery if they would donate some cakes to help keep your expenses down
- Volunteers: make sure you have helpers to set up, to serve the coffee and to bake some cakes

Help with Fundraising

- Ask for a donation for drinks and food
- Add some extra activities: have a tasting competition and ask your friends to vote for their favourite cake, hold a quiz, or hold a jumble sale clothes swap or raffle
- Make sure you tell us about it and we can send you some materials to brand your event and provide charity buckets and tins.

Spread the Word

- Advertise your coffee morning at work, social clubs and local businesses using our charity branded posters
- Speak to your local groups to see if anyone is interested in attending

Keep it Safe

- Take a look at the Food Standards Agency website in advance to ensure that you follow their guidance when selling food
- It is good practice to accurately label any food with any ingredients that could cause an allergic reaction

After the Day

- Send a quick email or text to anyone who helped you straight after your coffee morning to thank them for helping
- Get your event in any local papers or newsletters. Send a press release with a photo and final total
- Send any funds raised to the Funding Team at Paces and let everyone know how much was raised

For more information about this or any other fundraising ideas,
please contact our Fundraising Team on 0114 284 4488 or Julie.booth@pacesheffield.org.uk

Download all our guides and our fundraising proposal form at www.pacesheffield.org.uk/fundraisingideas



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