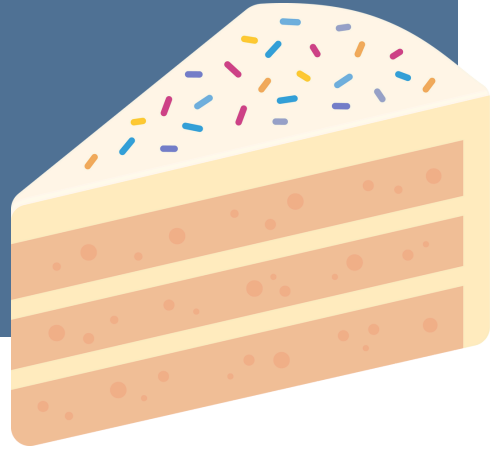


You're invited to my Coffee Morning!



I'm organising a coffee morning to support Salisbury Hospice Charity.
Join us for a cup of coffee and some delicious cake, all while helping to
raise vital funds!

Date:

Time:

Place:

More info:

RSVP to:

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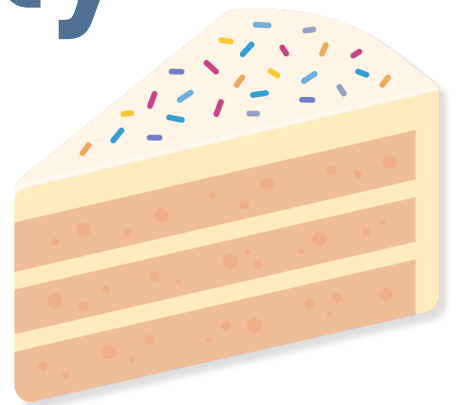
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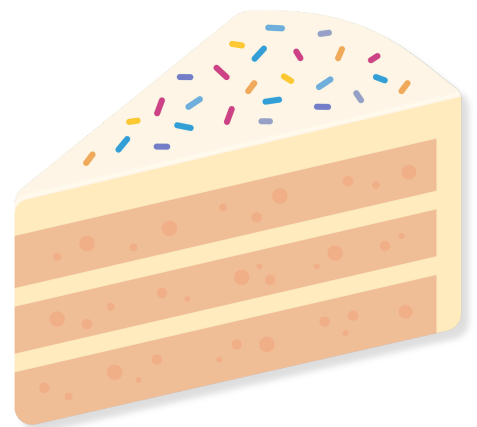
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Top tips for a successful Coffee Morning

Your Coffee Morning will help us continue to provide exceptional care and support to those who need it most. Here are some top tips to boost your impact.



Create a Fundraising Page

Maximise your donations by setting up an online fundraising page. Share your story and your motivation for fundraising, then spread the word by sharing the link with your friends and family.



Promote your Event Locally

Display your Coffee Morning posters in hotspots like parks, corner shop windows, and community notice boards. Highlight your fundraising page, using a QR code for added impact!



Spread the Word

Share your fundraising page and poster on social media - Facebook, X, Instagram, LinkedIn. Remember to include all the key details, and tag us so that we share!



Capture the Moment

Be sure to take lots of photos of your Coffee Morning! We would love to see how it went, and share the success of it on our social media platforms.



Set a Fundraising Goal

Define a clear target to motivate everyone to unite and not only achieve it but exceed it.



Celebrate Donations

After the event, be sure to share the total amount raised at your Coffee Morning to all who attended, and express gratitude to everyone who donated!

Coffee Morning Checklist

Make sure you have everything in place for a successful Coffee Morning by following this handy checklist.

Planning

- ☐ **Choose a date, time, and location**
- ☐ **Set a fundraising goal**
- ☐ **Invite guests** – in person, via email, or social media
- ☐ **Promote your event** (we've included posters and invitations!)
- ☐ **Plan your menu** – homemade cakes, bought bakes, savoury options, drinks
- ☐ **Get supplies** – mugs, napkins, milk, tea, coffee, sugar, serving plates
- ☐ **Prepare a donation station** – collection tin, QR code, or online giving page
- ☐ **Print materials** – bunting, posters, donation form, Gift Aid form
- ☐ **Set up a JustGiving or Enthuse page** (if you want to fundraise online)



On the Day

- ☐ **Arrive early to set up** tables, chairs, signage, decorations
- ☐ **Display your donation station clearly**
- ☐ **Welcome your guests warmly**
- ☐ Tell people **why you're fundraising** for Salisbury Hospice
- ☐ **Take photos** to share the fun and thank your guests later
- ☐ **Encourage Gift Aid** if people donate cash
- ☐ **Keep track of cash donations** using our tally sheet

After the Event

- ☐ **Count and record the money raised**
- ☐ **Pay in your donations**
- ☐ **Thank your guests and supporters**
- ☐ **Send us your photos** – we'd love to celebrate your efforts!
- ☐ **Feel proud!** You've helped make a difference.

Coffee Morning Cash Tally Sheet



Event Host Name:

Event Date:

Event Location:

Donation Type	Quantity	Amount (£)
£20 notes		
£10 notes		
£5 notes		
£2 coins		
£1 coins		
50p coins		
20p coins		
10p coins		
5p coins		
2p coins		
1p coins		
Other (please specify):		

Total Cash Collected:

Signed by (Event Host):

Date Counted:

Please hand this in when paying in cash or keep for your records if donating online.