

Use this handy checklist to make sure everything goes according to plan.

Planning your event



Decide how, when and where you'll be hosting.

Join our Facebook group for handy tips at [facebook.com/groups/worldsbiggestcoffeemorning](https://www.facebook.com/groups/worldsbiggestcoffeemorning)

Recruit some friends (if you need some help) and get baking or simply pop to the shops.

On the day



Gather your decorations and make your Coffee Morning look the part.

Place your money box in a prominent place and make use of the QR codes. Don't be afraid to ask for donations.

Download our Coffee Morning games or create your own games as a way to raise money. [coffee.macmillan.org.uk/hosting/downloads/](https://www.coffee.macmillan.org.uk/hosting/downloads/)

Promoting your event



Personalise your posters and invites to get the date in everyone's diaries. [coffee.macmillan.org.uk/hosting/downloads/](https://www.coffee.macmillan.org.uk/hosting/downloads/)

Personalise your fundraising page and share it with others. Check your Coffee Morning emails for the link to your fundraising page.

After your event



Box up any leftover treats for your guests to takeaway in exchange for a donation.

Save your tablecloth and bunting to reuse next year or recycle them.

Pay in your donations – you can pay in online, over the phone, by post or at the bank or post office. [coffee.macmillan.org.uk/hosting/after-your-event/](https://www.coffee.macmillan.org.uk/hosting/after-your-event/)

Celebrate what you've achieved! Print off your 'Thank You' poster from our website and let everyone know how well you've done.



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