

# Coffee Morning Checklist

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

## Planning your event

**Register** your Macmillan Coffee Morning at [www.macmillan.org.uk/coffee-morning](http://www.macmillan.org.uk/coffee-morning) to receive your free host kit (or go to [macmillan.org.uk/coffee-morning/how-to-host/downloads](http://macmillan.org.uk/coffee-morning/how-to-host/downloads) for your online host kit if you are holding your Coffee Morning overseas).

**Decide** how, when and where you'll be hosting: home? work? school? community venue?

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

**Give** your guests a friendly welcome and thank them for any plates of food they brought. If you have a personal cancer story you may like to share it with your guests, especially if it motivated you to take part.

**Place** your money box in a prominent place and make use of the QR code stickers and contactless poster in your kit. Don't be afraid to ask for donations.

**Download** our Coffee Morning games at [coffee.macmillan.org.uk/hosting/downloads/](http://coffee.macmillan.org.uk/hosting/downloads/) or create your own games to raise money.

**Enjoy** a slice of cake, some nibbles or a plate of food!

**Thank** your guests for coming to your Coffee Morning.

## Promoting your event

**Add** your details to your posters and invites to get the date in everyone's diaries.

[coffee.macmillan.org.uk/hosting/downloads/](http://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. Don't forget to share your page with anyone that couldn't make your Coffee Morning so they can make a donation.

## 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/](http://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.



**MACMILLAN**  
**CANCER SUPPORT**