

Let's do fun, laughter and delicious treats. Let's do a Macmillan Coffee Morning.

Dear Host,

Thanks so much for choosing to host a Macmillan Coffee Morning – you're helping us do whatever it takes for people living with cancer. This kit for overseas hosts has what you need to make your Coffee Morning a hit, but you'll find even more online to help inspire, prepare, and share your event if you head to macmillan.org.uk/coffee

Do it your way, whatever the reason

Host your event any way you like – from tea and cake in the kitchen to a pizza party, Coffee Mornings can be done in lots of different ways. And if you prefer to spread your event over a couple of days to involve more people, that's okay too. Big or small, whatever you do, you're helping to change lives.

Let's raise money for people living with cancer

£258 could pay for a Macmillan Nurse for a whole day – someone to provide medical, practical, and emotional support for people living with cancer and their loved ones. So, cup by cup and slice by slice, you'll be making a huge difference. It's now even easier for your guests to make donations to your personal fundraising page, which lets your guests pay directly from their mobile phones if they wish. You'll receive your personalised fundraising page details via email once you have registered.

We'll be here for you

In the run-up to your event, we'll be sending you regular emails with more support, but if you need any help at all with your Coffee Morning, don't hesitate to call **+44 300 1000 200**, email coffee@macmillan.org.uk or visit our website macmillan.org.uk/coffee

A really, really big thank you again on behalf of everyone here at Macmillan,



Celine and the Coffee Morning Team.

P.S. If you are abroad but have a bank card registered in the UK, you can still make a card payment on the Coffee Morning website.

If you don't have a bank card registered in the UK, don't worry – it's still possible to pay in the money you have raised or make a personal donation.

You can:

Make a donation through your online fundraising page.

Call +44 330 102 7890 to speak to someone on our payment line.

Email coffee@macmillan.org.uk to arrange a BACs payment.

Headline partner



**MACMILLAN
CANCER SUPPORT**



It's time for a Macmillan Coffee Morning and you're invited

Let's do whatever it takes
to support people living with cancer.

Place:

Date:

Time:

Contact:



Headline Partner

MACMILLAN
CANCER SUPPORT



Let's do Coffee Morning



Registered with
FUNDRAISING
REGULATOR



**MACMILLAN
CANCER SUPPORT**

Macmillan Cancer Support. Registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. MAC19837_Invites

Let's do Coffee Morning



Registered with
FUNDRAISING
REGULATOR



**MACMILLAN
CANCER SUPPORT**

Macmillan Cancer Support. Registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. MAC19837_Invites

Let's do Coffee Morning



Registered with
FUNDRAISING
REGULATOR



**MACMILLAN
CANCER SUPPORT**

Macmillan Cancer Support. Registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. MAC19837_Invites

Let's do Coffee Morning



Registered with
FUNDRAISING
REGULATOR



**MACMILLAN
CANCER SUPPORT**

Macmillan Cancer Support. Registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. MAC19837_Invites

Let's do Coffee Morning



Registered with
FUNDRAISING
REGULATOR



**MACMILLAN
CANCER SUPPORT**

Macmillan Cancer Support. Registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. MAC19837_Invites

Let's do Coffee Morning



Registered with
FUNDRAISING
REGULATOR



**MACMILLAN
CANCER SUPPORT**

Macmillan Cancer Support. Registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. MAC19837_Invites

Let's do Coffee Morning



Registered with
FUNDRAISING
REGULATOR



**MACMILLAN
CANCER SUPPORT**

Macmillan Cancer Support. Registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. MAC19837_Invites

Let's do Coffee Morning



Registered with
FUNDRAISING
REGULATOR



**MACMILLAN
CANCER SUPPORT**

Macmillan Cancer Support. Registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. MAC19837_Invites

Let's do Coffee Morning



Registered with
FUNDRAISING
REGULATOR



**MACMILLAN
CANCER SUPPORT**

Macmillan Cancer Support. Registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. MAC19837_Invites

Let's do Coffee Morning



Registered with
FUNDRAISING
REGULATOR



**MACMILLAN
CANCER SUPPORT**

Macmillan Cancer Support. Registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. MAC19837_Invites

To _____

I'm hosting a Macmillan Coffee Morning! Join me and do whatever it takes to support people with cancer.

Time _____

Place _____

From _____

To _____

I'm hosting a Macmillan Coffee Morning! Join me and do whatever it takes to support people with cancer.

Time _____

Place _____

From _____

To _____

I'm hosting a Macmillan Coffee Morning! Join me and do whatever it takes to support people with cancer.

Time _____

Place _____

From _____

To _____

I'm hosting a Macmillan Coffee Morning! Join me and do whatever it takes to support people with cancer.

Time _____

Place _____

From _____

To _____

I'm hosting a Macmillan Coffee Morning! Join me and do whatever it takes to support people with cancer.

Time _____

Place _____

From _____

To _____

I'm hosting a Macmillan Coffee Morning! Join me and do whatever it takes to support people with cancer.

Time _____

Place _____

From _____

To _____

I'm hosting a Macmillan Coffee Morning! Join me and do whatever it takes to support people with cancer.

Time _____

Place _____

From _____

To _____

I'm hosting a Macmillan Coffee Morning! Join me and do whatever it takes to support people with cancer.

Time _____

Place _____

From _____

To _____

I'm hosting a Macmillan Coffee Morning! Join me and do whatever it takes to support people with cancer.

Time _____

Place _____

From _____

To _____

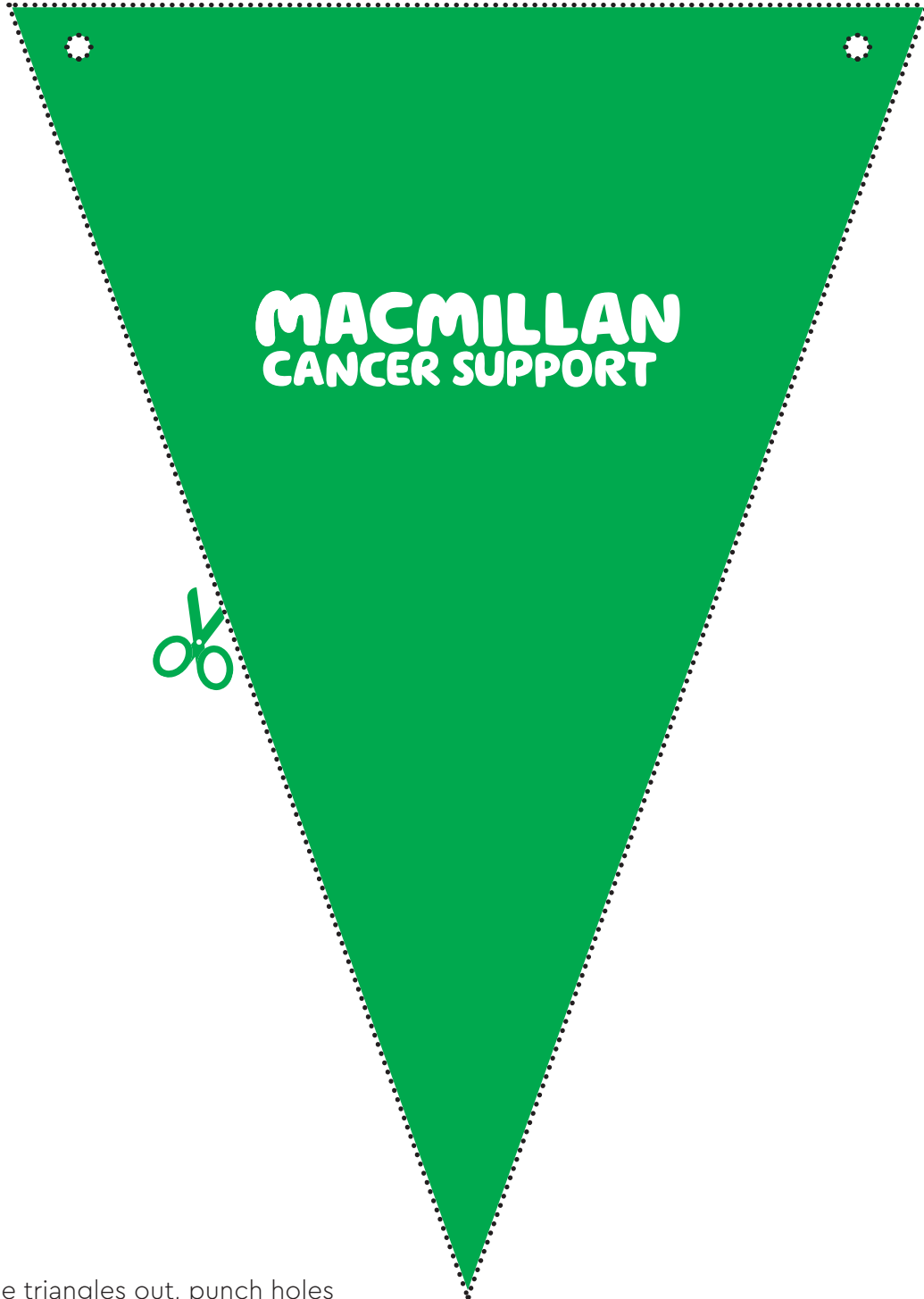
I'm hosting a Macmillan Coffee Morning! Join me and do whatever it takes to support people with cancer.

Time _____

Place _____

From _____

Your Coffee Morning Bunting



Simply cut the triangles out, punch holes in them where marked and thread them together with a string or ribbon.



Macmillan Cancer Support, registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. MAC19471_DIY_Bunting

**MACMILLAN
CANCER SUPPORT**

Your Coffee Morning Bunting



Simply cut the triangles out, punch holes in them where marked and thread them together with a string or ribbon.



Macmillan Cancer Support, registered charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. MAC19471_DIY_Bunting

MACMILLAN
CANCER SUPPORT



Top 10 tips for promoting your Coffee Morning

Your Coffee Morning means a lot to people living with cancer, so here are some tips to promote it far and wide to raise as much money for Macmillan's vital services as possible.

- 1 Want to make your Coffee Morning stand out from the crowd? How about a bake-off competition or theme to get some publicity?
- 2 Know a local celeb, MP or dignitary? Invite them along and make sure to include them in any photography on the day, as well as your social media activity and post-event press release (with their permission of course!).
- 3 Do you have a fundraising target you want to reach? Include this in a press release or tweet to encourage more people to come along and get involved.
- 4 Are you hosting your Coffee Morning for a particular reason or person? Personal stories and anecdotes are really popular with the media, so if you'd like people to know more about your inspiration for fundraising for Macmillan, why not share this?
- 5 Write a press release (a story about what you're planning) with details of your event and send it to your local newspaper.
- 6 Send the press release to your local radio station and offer to do an interview about why you're holding a Coffee Morning.
- 7 Advertise your event on social media – Facebook, Twitter, Instagram. Remember to include all of the key details – date, time, venue and who to contact.
- 8 Look for other ways to raise awareness of your event – put up posters and look for local newsletters it can be mentioned in. If you're hosting at work, send an email round to your colleagues, put up posters on your office noticeboards and decorate the office so everyone knows it's happening.
- 9 Get some great photos of your event – take several so that your local paper has a choice. Try to go for pictures that will make the most impact – a large group shot if you have a lot of people attending, shots of your refreshments, shots including something that clearly says 'Macmillan' and photos of anything unusual, stand-out or fun.
- 10 Write another press release after your Coffee Morning has happened to let the local media know how much you raised, and to thank everyone who supported.





Guess how many coffee cups are on this poster and you could win!

How to play

Write down your name and guess how many coffee cups are shown above. If you're the closest to the number, you win the prize. There's no obligation to pay, but we would appreciate a suggested donation of £2. All donations collected will go to Macmillan, to help even more people with cancer live their lives as fully as they can.

Anyone over 16 may take part – no purchase is required.

Name	Your guess	Name	Your guess

Prize: _____

Closing date: _____

Promoted by: _____

(Please write the name of the person responsible for providing the prize.)

If you need space for more participants, you can photocopy this poster or download additional copies at macmillan.org.uk/coffee

Terms & Conditions: The only prize available will be the one listed above, and no other prizes or discounts will be available. Entry to this prize draw is free; no purchase is necessary. Suggested donation of £2 to enter. The donation is a suggested amount only, and is not required to enter the prize draw. You must be aged 16 years or older and be a resident in the United Kingdom to participate. To enter the prize draw, you must enter your name and guess onto the relevant section of the poster. You may only enter once. The prize winner will be the entrant whose guess is closest to the number of coffee cups seen on the poster. The winning prize will be as shown on the poster. The prize winner will be chosen on the close date shown on the poster and the prize will be provided to the prize winner at the close date shown on the poster. The promoter must either publish or make available information that indicates that a valid award took place. To comply with this obligation, the promoter will provide the surname of the prize winner to anyone who asks the organiser of the Coffee Morning event after the close date shown on the poster. If you object to your surname and winning entry being made available, please let the organiser of the Coffee Morning event know. In such circumstances, the promoter must still provide the information and winning entry to the Advertising Standards Authority on request. 100% of all donations received will be given to Macmillan Cancer Support registered charity in England & Wales (261017), Scotland (SC039907), and the Isle of Man (604). Also operating in Northern Ireland. Donations are not eligible for Gift Aid.

Suggested voluntary donation: £2



Answer: 166

Suggested

£1

donation
to play

Coffee Morning Quiz

1. Which two colours form the alternate check pattern in the sponge of a Battenberg?
2. What kind of oranges are used to make marmalade?
3. In which coffee would you find hot chocolate?
4. Which three sauces make up Prawn Cocktail Sauce?
5. In which season do people traditionally drink Pumpkin Spice Lattes?
6. Cheddar cheese originates from which British county?
7. Which sponge or butter cake is named after a Portuguese wine?
8. Focaccia originates from which country?

Coffee Morning Quiz Answers

1. Pink and Yellow

2. Seville Oranges

3. Mocha

4. Mayonnaise, ketchup,
and Worcestershire
sauce

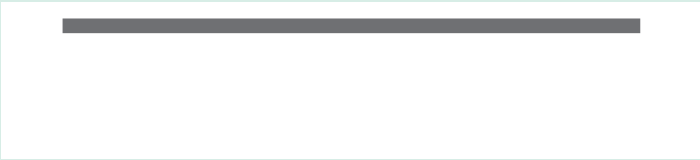
5. Autumn

6. Somerset

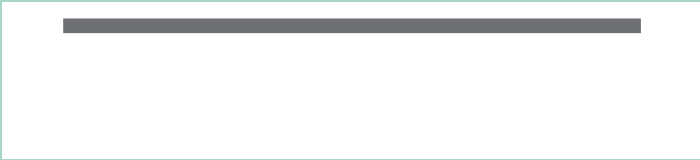
7. Madeira cake

8. Italy





**This will
hit the spot**



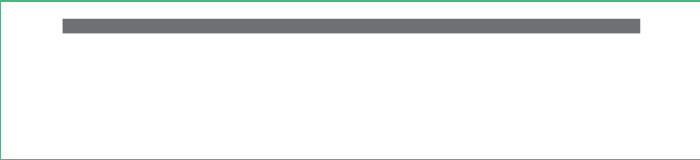
**Step up
to this plate**



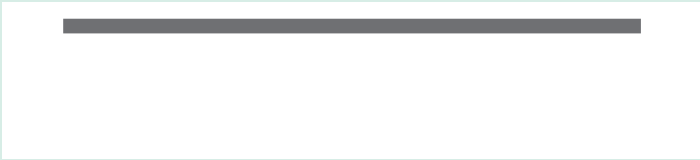
**Packed with
passion**



**Get in before
they're gone**



**Move mountains
with me**



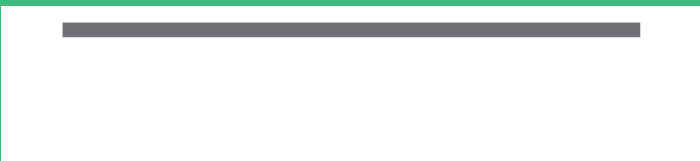
**The talk
of the table**



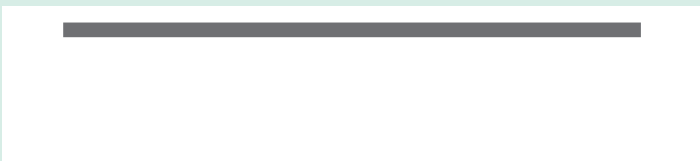
**Natter round
this platter**



**Bake it
to make it**



**Best thing since
sliced bread**



**Because
YUM**

You're the icing on the cake

Thank you for everything you did to make Coffee Morning a huge success.

Together we raised

to help Macmillan do whatever it takes to support people living with cancer.



In aid of

**MACMILLAN
CANCER SUPPORT**

