



# Checklist

To make sure everything for your event goes to plan.

## Planning your tea

- Decide when and where you'll be hosting
- Set up a JustGiving page for online donations at [justgiving.com/campaign/teafortommys](https://www.justgiving.com/campaign/teafortommys)
- Join our Facebook group for tips and chat to fellow hosts at [facebook.com/groups/teafortommys](https://www.facebook.com/groups/teafortommys)
- Ask friends, family or colleagues to help you. From baking to popping to the shops. Or being in charge of the mugs and plates and decorations. Many hands make it quick and easy to host
- Download and print extra fundraising materials, invites and posters and our new games from [tommys.org/teafortommys](https://www.tommys.org/teafortommys)

## On the day

- Display your collection box and your JustGiving page so your guests can easily donate. Don't forget your Gift Aid form too
- Share your fundraising page on email and social media so those that can't attend can still donate
- Get your games and quiz ready if you are using them
- Let your guests know why you are hosting a Tea for Tommy's
- Enjoy your sweet and savoury treats and catching up with your family, friends or colleagues

## After your event

- Any leftovers can be boxed up for guests to takeaway in exchange for a donation
- Share any photos you took and thank your guests on social media with #TeaforTommys
- Pay in the donations from your collection box online at [tommys.org/pay-in-online](https://www.tommys.org/pay-in-online). Or send us a cheque payable to Tommy's.
- Pop your Gift Aid form in the post