Tea Party: how to run your own event

Overview



A tea party is a simple, flexible fundraising event where supporters come together to enjoy tea, coffee and cakes while raising money for Marie Curie. Events can be held at home, in a garden, community venue or as part of a local event. On average, tea parties raise around **£650**.

Key points to consider

Success Factors Successful tea parties usually have: • A welcoming venue • A good selection of refreshments • Strong local promotion • Support from volunteers and local businesses • Additional fundraising activities such as raffles and games	**Timeline** Start planning **2-3 months in advance** to allow time for: • Securing a venue • Organising refreshments • Recruiting volunteers • Promoting the event • Arranging any additional fundraising activities	**Venue Requirements** Tea parties can be held: • At home or in a garden • In a community hall • At a local event or fair • In another accessible community venue If held outdoors, ensure you have a wet weather contingency plan. Choose a venue that is easy to access and encourages attendance
Refreshments Offer a variety of refreshments, including options for different dietary requirements. Remember: • Display ingredient information for all food items. • Follow Marie Curie food hygiene guidance. • Consider asking local businesses for donations. • Encourage volunteers to contribute baked goods if appropriate.	**Fundraising Model** You can: • Charge an entry fee • Sell cakes and drinks individually • Use a combination of both approaches Boost income through additional fundraising: • Raffles • Baking competitions • Collection tins • Guess the weight of the cake	**Promotion** Promote through: • Social media • Local newspapers and radio • Posters and leaflets • Word of mouth • Friends, family and local community groups

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	• Other simple fundraising games	
Volunteer Roles You may need volunteers to: • Bake or source refreshments • Welcome guests • Serve food and drinks • Manage donations and ticket sales • Run raffles and fundraising activities • Help with setup and pack down	**Health & Safety** • Complete an Event Activity Plan and risk assessment in advance • Follow food hygiene guidance. • Display ingredient and allergy information. • Consider weather arrangements if hosting outdoors. • For any emergencies on the day, call CFIT on 0800 3047112	**Event Day** 1. Set up tables, refreshments and fundraising activities. 2. Welcome guests and explain how donations or purchases work. 3. Serve refreshments and encourage participation in additional fundraising. 4. Thank attendees and share information about Marie Curie. 5. Clear away and count funds raised.
Resources As with all fundraising events, there are templates that you can use for tickets, posters and leaflets to promote it. We also have other downloadable resources to support, such as cake flags and bunting: www.mariecurie.org.uk/fundraise-for-the-great-daffodil-appeal/downloads		

Expected Outcome

A tea party is an easy-to-organise, low-cost fundraiser that can raise around **£650** while bringing local communities together and raising awareness of Marie Curie's work. For more support on running an event like this, speak to your local Community Fundraiser.

Your Tea Party Checklist

Before the Event

☐ Choose venue and date
☐ Plan refreshments
☐ Recruit volunteers
☐ Arrange any raffles or games
☐ Promote the event
☐ Complete any required risk assessments

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On the Day

☐ Set up venue
☐ Welcome guests
☐ Serve refreshments
☐ Run fundraising activities
☐ Thank supporters

After the Event

☐ Bank donations and income
☐ Thank volunteers and supporters
☐ Share photos and results
☐ Review the event and any lessons learned

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