

HELP Your Hospice!

JOIN IN AND HAVE FUN

TIPS AND IDEAS FOR ORGANISING AND PROMOTING A TEA AT 3 EVENT

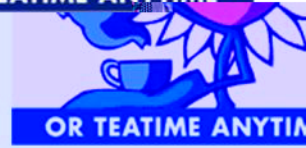
There are many ways to hold a Tea at 3 event from simply asking your colleagues to give a donation at tea break to a slightly more unusual event. Most importantly remember to have fun!

GETTING STARTED: Get some friends/colleagues together to brainstorm some ideas on how to get people involved. Think about what type of party to organise, what theme, where, who can take part, how it will raise money and how to publicise it.

TEA PARTY THEMES: Mad Hatters Tea Party, Yellow Tea Party (colour of the Hospice movement), Teddy Bears Picnic, Cream Tea Party, Tea Total (sponsor your colleagues to give up something) , Tee'd off-tea and Golf Event, 'T' party everyone to dress up in something beginning with T, organise a Tennis Tournament



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HOW DO I RAISE MONEY? Ask for a donation for a cup of tea, charge an entry fee to the event, organize a quiz to test your Colleagues /Friends. Have a cake stall / cake baking competition, hold an auction, run a competition / raffle, sponsor someone to give something up (Tea Total) or make the tea for a week.

WHERE SHALL I HOLD IT AND WHO SHALL I INVITE? Ask your colleagues at work, schools, your family, or community groups and sports clubs etc. You can hold the event at home, in the garden, at work, in a local restaurant, café, school, community hall or in a park.

UNUSUAL TEA AT 3 EVENTS You can hold an unusual event such as tea on a boat, in a plane, hot air balloon or how about tea whilst skydiving, skiing, on holiday or with a celebrity!

PROMOTING YOUR EVENT Let people know about your event as soon as possible. Display Tea at 3 posters at work, in local shops / community notice boards to encourage colleagues /friends / public to join your tea party and make a donation.

Send e-mails to let people know about the event. Contact The Nightingale Community Hospice Trust to see if they can help.

Ring **Mary** to register your support and to receive your fundraising pack on:

0208 366 9674

INVITATION TO TEA

I am delighted to join Britain's biggest tea party and help The Nightingale Community Hospice add "life to days".



Name:.....

Address:

.....Post Code:.....

Tel:..... Email:.....