

Coffee mornings

Coffee mornings are a great way of bringing people together and sharing a common desire to make a difference. They are relatively straightforward to arrange, but like any successful event they need planning.

Make a plan

- Choose a date and check your event doesn't clash with any other local or major events.
- Choose the venue and identify the number of people you are expecting to attend. Make sure the location is easy to find, has enough capacity and parking, and is accessible for guests with disabilities. If space allows, you can hold it at home and invite your friends and family along. Ask to hold an MND coffee break in the workplace and village halls are great places too.
- Decide on what to sell – in addition to tea and coffee, how about home-made cakes, smoothies and soft drinks? Remember milk, sugar and sweeteners and think about cutlery, paper plates, napkins, plastic spoons, etc.
- Public liability insurance – For “Low-Risk” events such as these and providing that members of the committee are involved; you are fully covered by our insurance providing a risk assessment of the venue has been carried out. A risk assessment form is available on the [Volunteer Zone](#).
- Health and safety – please ensure that any health and safety issues are considered and addressed.
- Think about your budget and set yourself a fundraising target. Work out how much you will be spending on supplies, decorations and added extras. Make a budget and stick to it. To keep costs as low as possible, ask for donations from shops and supermarkets (keep an eye out for sell-by dates). Ask friends to bake a donation too!
- Think about the premises of food preparation, label food to inform those with allergies or intolerances as well as information about how food is handled and packaged, etc.
- Food hygiene – if food is being sold in non-commercial premises by volunteers at a one-off event then no licence will be required. However, everyone who makes, and supplies food has an obligation to ensure that it is ‘safe food’. See <https://www.food.gov.uk/food-safety> for a good source of guidance.
- Set your prices for an entry fee, coffee, cake and biscuits, etc. Will you hold a quiz or raffle? Make sure you have a float of change in coins for your guests.
- Helpers – encourage a team of helpers who can serve and replenish stocks, look after cash donations, sell raffle tickets, etc leaving you free to talk to people about why you're raising funds and raising awareness of MND.
- Use a lockable box to safely secure donations on the day and to keep your float.

Get noticed

- Advertise your coffee morning and get the word out! Order resources to help promote your event well in advance. A supplies/ resources order form is available on the [Volunteer Zone](#).
- Promote your event in your branch/ group newsletter and on Facebook or Twitter to make sure all your contacts get the message too.
- Contact your local newspaper, radio or TV station. They may run a feature on your activities. Your Regional Fundraiser can supply you with a press-release template.
- Find local Facebook groups for the location and promote your event there.
- Include information and statistics about MND to help raise awareness and encourage support. We can provide these.
- Invite friends, family and colleagues and create personal invitations. Include neighbours and ask them to invite their friends too. Remember to use our logo and Registered Charity No. 294354 within your promotional materials. We can provide our logo and guidelines. Don't forget to include the post code for your venue.
- Request materials such as posters, flyers, stickers etc to brand your event so everyone knows you're raising money for the MND Association.
- Add a theme to personalise your event and ask guests to arrive in fancy dress to add even more fun to the occasion.

Do it in style

- Have fun and enjoy making new friends or catching up with old ones.
- Remind everyone why you are doing this and the awareness and funds it raises to help those with MND.
- Thank everyone who attended and let them know how much you raised.