‘How to’ guide - hosting a Coffee Morning, Afternoon Tea or Cheese & Wine event

* Recruit a friend to help organise, or invite your ‘dream team’ from family and friends happy to support renew169 Wellbeing Café
* Decide on a venue … home, office, children’s school, garden, park, community centre, medical centre
* Pick a date
* Let your contact at renew169 know you want to help raise funds and what your event will be, they will be delighted!
* Invite family, friends and neighbours to come, using word of mouth, paper invites, email, text, Whatsapp or social media. Remember to include all the key details – date, time, venue, and who to contact.
* Ask bakers you know to make cakes, biscuits or savoury treats. Consider offering vegetarian/vegan options
* If you have any unwanted low value items you could organise a tombola or quiz with a prize for the winner
* Decorate your table with bunting/balloons
* Request information leaflets explaining what renew169 offer from your contact. They may also be able to
* Set a price for hot drinks and treats, i.e. £2 for a cup of tea and piece of cake or ask for donations instead
* Welcome your guests, enjoy your treats and have fun!

If you feel you could help, we’d be extremely grateful for every £1 raised to support renew169 Wellbeing Café – thank you so much! As an example, if you were able to raise an amazing £50, that would pay for 2-3 weeks electricity, 4 weeks cleaning or a monthly Biffa bin collection.