



Here are some top tips to make your Tea Party the best it can be.

Before the event

Register your event with us

Download the information leaflet from the Aching Arms website. Once you have decided when, where and what kind of tea party you will hold in aid of Aching Arms then register with us by emailing getinvolved@achingarms.co.uk We will then send you a tea party pack.

We are happy to publicise your events on our Facebook and Twitter sites, so remind us nearer the date and we will post it on social media.

On the day

Setting up

Make sure you have everything you need before the event gets underway. Coffee, tea, milk, sugar, juice, cakes, biscuits, cups, glasses, plates, cutlery, teapots, napkins, tables, chairs, tablecloths, picnic blankets, and anything else you can think of!

Keep it safe

Visit the Food Standards Agency website www.food.gov.uk to ensure you follow their guidance when selling food and drink. It is good practice to accurately label food with any ingredients that could cause an allergic reaction. If you are preparing cakes that are free from any allergens such as gluten-free or dairy-free, ensure they are made, prepared and stored separately from the other cakes and that there is no cross-contamination. Take care serving hot drinks, especially around young children. For more health and safety guidance please refer to our general fundraising guidelines.



Registered charity number 1153296

Organise activities

There are lots of activities you could organise to help raise more funds for Aching Arms, such as a raffle, guess the number of sweets in the jar, guess the name of the teddy bear, colouring competition, and a prize draw. You could also have some of our merchandise to sell such as pens, trolley coins and pin badges. Don't forget to have extra pens and colouring pencils and crayons.

Information

People may want to know more about Aching Arms and what we do. Keep it simple and give them a brief outline of how we help by reaching out to bereaved parents. We will send you some leaflets and business cards which you could position around the room and have on hand to give to anyone who is interested.

Take photos

Not only would we love to see pictures of all of your Tea Parties but if you take some photos then you could send one or two to your local newspaper with some information about the event. Don't forget to take pictures of people rather than things and smiling faces looking at the camera are better than side profiles especially for the newspapers. If you are taking a picture that you think you might want to send into the press, don't forget to ask their permission (or the parent/guardian's permission if taking a picture of a child) and take down the correct spelling of the person's name.

After the day

Thank everyone

Send a quick email or text to everyone who has helped you to thank them for their help and if you can thank everyone who has attended your event. As soon as possible tell everyone how much money you raised. Send in a press release to your local newspaper (with photo, if you have any) with details of the event and how much was raised.

Send in your donation

Send in your donations, using your donation return form, to Aching Arms as soon as possible or pay to Aching Arms via our Virgin Money Giving or BT MyDonate pages.

If you need any more information email us at getinvolved@achingarms.co.uk



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