



## Planning the perfect tea party

It's easy to prepare and run your Stop for Tea event - just follow these eight simple steps!

### Preparing your tea party

#### Choose a date, venue and theme

Will you hold your event at work for your colleagues or at home with family and friends? Why not do both?. Take a look at our [tea party ideas](#) online if you need some inspiration!



#### Set your fundraising target

The more guests you have, the more you can raise for children! Set your donation fee for the event and plan some fundraising on the day such as selling cake or biscuits or holding our fun quiz to help you raise even more.

#### Invite your guests

Download an [invitation template](#) from our website and send invites to your friends, family and colleagues. If you'd like to open the invite wider, download a poster, fill in the details and display it for all to see.



#### Get some help

Tell your local shops, cafes, pubs and restaurants about Stop For Tea, and ask for their help. They might be able to donate the tea bags, biscuits, cakes or provide prizes for any fundraising competitions you're planning.

### On the day

#### Collect a donation fee from your guests

Order a [pack for a collecting box](#) to keep your funds together and a Gift Aid form that guests can complete so that the NSPCC gets an extra 28p for every pound raise at no extra cost or effort.

#### Have fun!

The key to a great tea party, and successful fundraising, is to enjoy yourself. The more fun you have, the more your guests are likely to give.



#### Thank your guests

Everyone who comes to your Stop For Tea event will be helping to make a difference to children so make sure you thank them to remind them of this and let them know how much they helped to raise.

#### Return the money you have raised

Please make cheques payable to NSPCC Stop For Tea and return to NSPCC, Weston House, 42 Curtain Road, London, EC2A 3NH. Thank you!