

YOUR AFTERNOON TEA CHECKLIST

Before your tea:

- ☐ Sign up for your fantastic fundraising kit
- ☐ Create a JustGiving page justgiving.com/campaign/AfternoonTea2025
- ☐ Love baking? Check out our delicious recipes at breastcancernow.org/afternoontearecipes and start planning your scrumptious menu. You could always ask friends or family to whip something up too
- ☐ Order any extra materials you need at breastcancernow.org/afternoonteaorders
- ☐ Decide on any activities you'd like to do, like our afternoon tea themed quiz
- ☐ Want to talk to other hosts? Join the communi-tea facebook.com/groups/afternoonteaBreastCancerNow
- ☐ Set up your raffle and start collecting

On the day:

- ☐ Add a few finishing touches. Why not put up some bunting or balloons?
- ☐ Don't forget to take lots of photos on the day so you have wonderful memories to look back at. You can tag us in your photos using [#AfternoonTeaNow](https://twitter.com/AfternoonTeaNow)
- ☐ If you're collecting money on the day, don't forget to put out your Gift Aid form for your guests to fill in. We'll be able to claim an extra 25% on their donations
- ☐ Enjoy yourselves!

After your event:

- ☐ Share your photos on the Afternoon Tea Facebook group and with us at afternoontea@breastcancernow.org – we'd love to see them!
- ☐ Send us your donation at breastcancernow.org/afternoonteapay.
- ☐ If you've set up a JustGiving page, the money will come straight to us – just let us know when you've finished collecting donations, so we can send you a certificate for what you have raised
- ☐ Sit back, put your feet up and feel great!