



Hosting a Successful Coffee Morning

Thank you for organising a World Lupus Day coffee morning! We hope that you have a fantastic time whilst helping to raise awareness of lupus and funds for LUPUS UK.

Choose your venue

Your fundraising coffee morning can be any size you like. Your choice of venue will play a big role in this, so you'll need to decide where you want to host your coffee morning before you plan anything else.

Fundraising coffee mornings are most commonly held at homes or workplaces. These provide a cosy setting, with easy accessibility. Homes and most offices also have kitchens – ideal for preparing hot beverages – and seating for the guests.

If you want to organise a bigger coffee morning, you may need to investigate within your local community. Since your event is likely to be hosted during the morning hours, community halls and businesses may allow you to use their space for free, or a reduced rate. Local businesses may benefit greatly from having so many guests into their shop at a typically slow time for sales.

If you do plan on holding your coffee morning in a community area, you should visit it beforehand to see how many people the space can accommodate and ensure it will be suitable. You will also need to enquire about what will be provided, such as tables, chairs and kitchen and toilet facilities. You need to make sure you have adequate time for setting up before and cleaning up after when booking your venue.

Planning your coffee morning

We hope that you'll be able to host your event on May 10th, which is World Lupus Day, however, if you're not able to on that day, that's fine. You should make sure you have plenty of time to prepare for your event and to give your guests plenty of notice to be able to attend.

Coffee mornings can be very basic set-ups. Initially, all you need is a facility to serve coffee, and a collection box for donations (available from LUPUS UK National Office upon request). You should plan in advance whether you're going to sell coffee for a fixed price or accept any donation as a goodwill gesture.

You may choose to feature other fundraising opportunities at your coffee morning, such as selling other refreshments, having a cake sale or holding a raffle. You can double or triple your fundraising during a coffee morning by holding additional activities. The longer people linger at your coffee morning, the more money you'll raise for LUPUS UK.

Make sure you collect donations in a prominent place. Don't be ashamed to ask for donations or talk about LUPUS UK; that's why people are there!



Publicising your coffee morning

Once you've chosen the venue and date, you'll need to publicise your coffee morning or send invitations. How you do this will depend on the size of the event, but make sure you give yourself plenty of time and your guests plenty of notice. For a small gathering, like in a home or

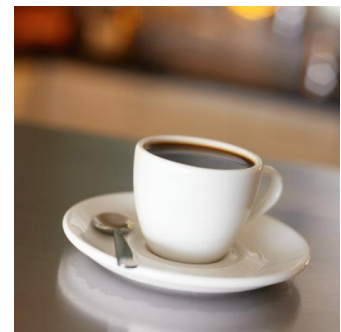
a small office, you can simply invite people by word of mouth or sending invitations. You should ask people to RSVP to be sure that you don't underprepare for the number of guests who will attend.

For a community coffee morning, you'll need a bit more publicity. You'll have a greater chance of success if you spread the word wider than close friends and family. The more people that know about your coffee morning, the more successful it's likely to be and the more money you're likely to raise. You can use the LUPUS UK coffee morning posters which you can download from <http://www.lupusuk.org.uk/world-lupus-day-may-10th/> or request printed colour copies from LUPUS UK National Office. You can then distribute these around your local area.

If you have a big venue and you're planning a large attendance, why not send a press release to a local newspaper, magazine or radio show to see if they will run an article? You can also use Facebook, Twitter and other social media sites to spread the word about your fundraising activities quickly and widely.

On the day

With the correct preparation, the day of your coffee morning can be stress-free. Be sure to start early so you can set out seating and start making coffee. You want everything to be ready for the arrival of your first guests, and there are always people that arrive ahead of schedule!



In a large event it might be a good idea to have somebody positioned near the doors to recommend donations and inform people of other events taking place (such as cake sales or raffles).

You will need to set your own policy about minimum donation amounts; however, most people who come to a coffee morning understand the process and are happy to contribute without prompting.

Once your event is in full swing, you're well on your way to fundraising success. All that's left to do is mingle, keep the coffee pot brewing and remind people about LUPUS UK.

Other top tips

- If you're serving any food in addition to hot drinks, you should check if any of your guests are vegetarian or have particular allergies or simply not like certain food. Ask in advance then you can prepare accordingly.
- LUPUS UK has a wide range of free informative literature available. You can see the publications brochure here - <http://www.lupusuk.org.uk/raise-awareness/> if you'd like some leaflets or bookmarks to give to your guests, please place an order with LUPUS UK National Office with plenty of time before your event.
- If you're holding a coffee morning with work colleagues, ask your organisation if they will match what is raised at the event.

And remember....

Please make sure you collect all your donations as soon as possible. Please send all donations to;

LUPUS UK, St James House, Eastern Road, Romford, Essex ,RM1 3NH

Registered charity nos. 1051610, SC039682

All cheques should be made payable to 'LUPUS UK'. Please include a letter with any donations that includes your name and address so that we can thank you for your efforts.