



How to ... organise a coffee morning

Register your event

Contact us to register your event so we can make your fundraising official. This shows that you have been given permission by the charity to genuinely raise money for us. At this point we can also send you collection tins for your coffee morning.

After the event

Please return your unopened buckets and tins to Havens Hospices. Our volunteers will count the donations and we'll let you know how much you and your team raised. If you took some good photos, you could send these to your local newspaper and upload to social media tagging @havenshospices.

Keeping it safe and legal

The following links will provide useful information and help your event run safely:

[Food Standards Agency](#)

[Fundraising Regulators Code of Practice](#)

Please contact your local Council or venue about completing a risk assessment.

If you have any questions please contact our Fundraising Team on 01702 220 305.

Please email our Fundraising Team at fradmin@havenshospices.org.uk to request your Supporter Agreement, which shows you are legitimately fundraising for Havens Hospices.

Top tips for the event

- When choosing a venue make sure to arrange parking if applicable.
- Create posters and leaflets to help you get the word out, if you would like to use our 'in aid of Havens Hospices' logo please email us to complete a Supporter Agreement.
- Use your social media network to help promote your event.
- Make sure you have enough cakes and refreshments for your event.
- Ask for donations in return for drinks and food - you could even have extra activities such as a raffle.

