



Play Alloa Fundraising: Coffee Morning/Afternoon Tea Guide

Coffee Mornings and Afternoon Teas are a great way to fundraise and are a lot of fun for everyone involved. They provide an opportunity for friends, family and also work colleagues to come together, have a chat and raise money for charity at the same time. Why not host an afternoon or morning for Play Alloa?

How it works

Hosting an Afternoon Tea or Coffee morning doesn't require you to be a professional baker. There are many amazing easy to make bakes that you could feature at your event or you could always outsource your treats or ask a local café or bakery if they would be able to help you out. Here are some helpful tips on how to organise a Coffee Morning/Afternoon Tea:

1. **Choose how you are going to host your Afternoon/Morning.** You can choose to do it over zoom or in-person. If you are doing an in-person event make sure you have a suitable venue and double check on any licenses you may need.
2. **Choose a date and time for the fundraiser event.** Once you have selected a suitable date, time and venue make sure you advertise your event to friends, family, colleagues or publically if hosting a public event. You can advertise this through posters, flyers or within the local newspaper. Please contact us for help with advertising your event and we will be more than happy to get involved with this.
3. **As you are hosting the event for charity,** local supermarkets, cafes or bakeries may be able to donate treats if you are unable to make any yourself.
4. **Set prices.** Make sure you set prices for the treats and coffee/drinks for your fundraiser.
5. **We can also provide Collection boxes for any additional donations,** and Play Alloa leaflets to help attendees understand where the money is going towards and to highlight the work that we do here.
6. **Other activities could also be featured at your fundraiser.** A popular activity is 'Guess the Weight of the Cake' or you could also check to see if any local businesses could donate prizes for a raffle. If you would like any support with additional

activities contact us at development@playalloa.co.uk and we will be more than happy to help.

7. Check what licences will be required. If you are selling baked goods it is essential to label all allergens within each item and essential that food is stored correctly. You can check these on the Food Standards Scotland for further advice and guidance: <https://www.foodstandards.gov.scot/>

You will also require a license if you are looking to play music.

Unsure what Baked Goods to have at your fundraiser? Check out some of these ideas:

1. Empire Biscuits
2. Vanilla/Chocolate Cupcakes
3. Cookies/Biscuits
4. Brownies
5. Lemon Drizzle Tray bakes
6. Malteser Tray bake
7. Millionaire Shortbread
8. Rocky Road
9. Coffee Cake
10. Carrot Cake
11. Fifteens
12. Cinnamon Buns

Remember:

1. **Tell us your ideas/plans (development@playalloa.co.uk)**
2. **Connect with our social media/fundraising platforms/donation sites**
3. **Let us know if we can help**
4. **Keep in touch**