

# Mother's Heart

## Cambodia



## ORGANISING A COFFEE MORNING

*AT WORK, AT HOME, INSIDE OR OUTSIDE, IN A LOCAL VENUE*

A coffee morning is a great way to catch up with neighbours and friends, but it could also help someone less able to go out and socialise.

If you are thinking big, you may need a church hall or community centre, otherwise your home is a perfect set up.

Invite everyone - We lead busy lives, but even if someone can't make it, it's great to be included. E-mail, text, card invitations or use all three to get the word out (use our templates).

## WHAT YOU WILL NEED?

*SWEET TREATS ARE A MUST!*

- Facilities for making tea and coffee including hot water
- Tea, coffee, milk, sugar, juice
- Cakes, biscuits and all things yummy!
- Plates and napkins
- Teaspoons, forks, knives
- Tongs and disposable gloves (for serving the cake)
- Moneybox/bucket for donations
- Bin bags

**TARGET**

**\$50 - \$100**

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HAVE A FANTASTIC TIME!

COFFEE, A LIQUID  
HUG FOR YOUR BRAIN

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## PROMOTE YOUR COFFEE MORNING

*SHOUT IT FROM THE ROOFTOPS*

- Create flyers or circulate text invitations with the time and date. Don't forget to let them know that it's for a good cause!

- If you're going for a larger event put up posters and ask local businesses to share it on their Facebook pages.

- Advertise your coffee morning at work, social clubs and local businesses using our charity branded posters.

- Speak to your local groups to see if anyone is interested in attending (for example religious groups, sports groups, volunteer groups or toddler groups).

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? *templates available*

You can also use Facebook, Twitter and other social media sites to spread the word about your fundraising activities quickly and widely.

*Print all visuals*

Mother's Heart



## GET BREWING

*MAKE IT EXCITING*

With the correct preparation, the day of your coffee morning can be stress-free.

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.

## RELAX AND ENJOY

*YOU DESERVE IT*

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 Mother's Heart.

You can use the leaflets and posters made available.

## THANK YOU NOTES

*DON'T FORGET!*

Remember to thank all of those who helped you, you can use the Thank-You cards made available or by e-mail.

You can also send us some pictures of your event at:

[communications@mothersheartcambodia.org](mailto:communications@mothersheartcambodia.org)

# Personal Fundraising Planner

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Mother's Heart  
Cambodia

**DATE:**

**DAY TASK SUMMARY:**

**FIRST:**

**THEN:**

**FINALLY:**

**MOST IMPORTANT TASK:**

**DON'T FORGET:**

**PLAN OF ACTION:**

**TO-DO LIST:**

**MORNING:**

**STOP FOR LUNCH!**

**AFTERNOON:**