

# YOUR AFTERNOON TEA CHECKLIST

## Before your tea:

- ☐ Sign up for your fantastic fundraising kit
- ☐ Create a JustGiving page [justgiving.com/campaign/AfternoonTea2025](https://justgiving.com/campaign/AfternoonTea2025)
- ☐ Love baking? Check out our delicious recipes at [breastcancernow.org/afternoontea/recipes](https://breastcancernow.org/afternoontea/recipes) 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/afternoontea/orders](https://breastcancernow.org/afternoontea/orders)
- ☐ 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/afternoontea/breastcancernow](https://facebook.com/groups/afternoontea/breastcancernow)
- ☐ 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](mailto:afternoontea@breastcancernow.org) – we'd love to see them!
- ☐ Send us your donation at [breastcancernow.org/afternoontea/pay](https://breastcancernow.org/afternoontea/pay).
- ☐ 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!