

Coffee Morning Checklist



You can use this handy checklist to make sure everything goes according to plan.

Planning your event



Decide how, when and where you'll be hosting: home? work? school? community venue? ☐

Register your Macmillan Coffee Morning at coffeeregister.macmillan.org.uk to receive your free host kit (or go to macmillan.org.uk/coffee-morning/how-to-host/downloads for your online host kit if you are holding your Coffee Morning overseas). ☐

Join our Facebook Community for handy tips. It's a great support network; you can get involved as much or as little as you like. Search 'Macmillan Coffee Morning' on Facebook and click 'Join Group'. ☐

Recruit some friends (if you need some help) and get baking or simply pop to the shops. ☐

On the day



Gather your decorations and make your Coffee Morning look the part. ☐

Download our Coffee Morning games at coffee.macmillan.org.uk/hosting/downloads or create your own games to raise money. ☐

Place your money box in a prominent place and make use of the QR code stickers and contactless poster in your kit. Don't be afraid to ask for donations. ☐

Give your guests a friendly welcome and thank them for any plates of food they brought. If you have a personal cancer story you may like to share it with your guests, especially if it motivated you to take part. ☐

Enjoy a slice of cake, some nibbles or a plate of food! ☐

Thank your guests for coming to your Coffee Morning. ☐

Promoting your event



Add your details to your poster and invites to get the date in everyone's diaries. ☐

[How to personalise your fundraising page](#)

Personalise your fundraising page and share it with others. Check your Coffee Morning emails for the link to your fundraising page. Don't forget to share your page with anyone that couldn't make your Coffee Morning so they can make a donation. ☐

After your event



Box up any leftover treats for your guests to takeaway in exchange for a donation. ☐

Save your tablecloth and bunting to reuse next year or recycle them. ☐

Pay in your donations – you can pay in online, over the phone, by post or at the bank or post office. coffee.macmillan.org.uk/hosting/after-your-event ☐

Celebrate what you've achieved! Fill in the 'Thank You' poster in your kit or print one from our website and let everyone know how well you've done. ☐



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