



Use this handy host checklist to make sure everything goes according to plan.

Planning your event

- ☐ Decide how, when, and where you'll be hosting your Cuppa Tea for MND. For example, will it be a social event with friends and family, or will you offer a tea/coffee and cake bundle around the office for a donation?
- ☐ Decide how you'll raise money. You can ask people to donate to your fundraising page to attend your event or to make their donation for the tea and cake bundle, or hold a collection and pay the proceeds in.
- ☐ Recruit some friends (if you need help) and get organising your Cuppa Tea for MND!

Promoting your event

- ☐ Add your invitation details to the Cuppa Tea for MND invite template or make your own to get the date in everyone's diaries. Plan for follow ups and reminders to get as many people involved as possible.
- ☐ Personalise your fundraising page and share it with others why you are hosting a Cuppa Tea for MND. Check your MND Action Month emails for the link to your fundraising page.

Top tip

People don't tend to carry as much cash these days. From your fundraising dashboard you'll be able to create a QR code to your fundraising page. Print this and stick it onto a collection container alongside a print out of the collection container label - you'll be tea-riffic!

On the day

- ☐ Gather some decorations and make your Cuppa Tea for MND look the part.
- ☐ Print out our donation container label, place the container in a prominent place. Don't be afraid to ask for donations!
- ☐ Pin up a few Cuppa Tea for MND and About MND posters so guests can learn more about the disease.
- ☐ Add in games, raffles, or team building to get the most of your Cuppa Tea for MND.

After your event

- ☐ Box up any leftover treats for your guests to takeaway in exchange for a donation.
- ☐ Pay in your donations - if you've collected donations through your fundraising page, you don't need to do anything. If you've got cash, visit mndactionmonth.org.nz/depositofflinedonations for instructions.
- ☐ Celebrate what you've achieved! Print off your 'thank you' poster from our website and let everyone know how well you've done.